Employee Onboarding Process

|  |  |
| --- | --- |
| **Employee Name:** | Employee |
| **Start Date:** | **start** |
| **Reporting to:** | report |
| **Mentor:** | mentor |

**First Steps:**

[ ]  **Job offer ready**

[ ]  **Employee Information Sheet completed**

[ ]  **Reference checks done**

[ ]  Salary confirmed

[ ]  **Other Documents ready**

[ ]  **Welcome Letter**

[ ]  **Tax forms**

[ ]  **Drivers Abstract**

[ ]  **Background check**

**After Offer is accepted:**

[ ]  **Order laptop or workstation**

[ ]  **Desk set-up and clean**

[ ]  **Training Path selected and ready**

[ ]  **Mentor selected**

[ ]  **Announcement to team about new start**

**Starting Day:**

[ ]  **Have them in 30 minutes early to settle in**

[ ]  **Introduce everyone at the morning meeting**

[ ]  **Go through login information and needed software**

[ ]  **Start training plan**

[ ]  **1 week, 1 month, 3 month, 6 month and 1 year check-ins booked in calendars**

**Who must they meet:**

[ ]  **HR**

[ ]  **Administration**

[ ]  **Technology**

[ ]  **CEO**

[ ]  **Mentor**