



New Employee Onboarding Guide

New employee onboarding is the last phase of the recruitment process. After investing time and effort in hiring the right person for the job, onboarding will ensure a successful start for the new employee.

More than just an orientation session to complete new hire paperwork, onboarding is a long-term process which leads to employee engagement and retention. It involves integrating the new employee to the job and the organization.

The following list includes components of an Onboarding Program to help guide you in developing a program for your organization.

Prior to the Employee's First Day

- ☐ Set-up the new employee's work station with the tools, technology, and supplies they will need to feel comfortable and productive.
- ☐ Arrange for the set-up of a phone, voicemail, email, security access, and ID badge where applicable.
- ☐ Arrange for any tools and safety equipment necessary for the job.
- ☐ Order business cards in advance.
- ☐ Prior to the first day, send an announcement to the organization to introduce the new employee.
- ☐ Prepare an Orientation Guide that includes information about the company, locations, parking, amenities, organizational chart, and contact information of key resources.
- ☐ Prepare a schedule for the first day; include time to introduce the new employee to the team and organize a welcome lunch.
- ☐ Prepare to deliver an Orientation Session that will include: company history; mission, vision, and values; review of company policies; completion of new hire forms.
- ☐ Call the employee to let him/her know what to expect on the first day. You may wish to share the schedule for the first day by email. Inform the employee of the start time for the first day, where to park, how to access the company location, and the company's workplace attire (e.g. business casual, formal).
- ☐ Inform the employee of what he/she should bring on the first day (e.g. ID, SIN card, banking information, etc.).
- ☐ Organize a training plan for the first 3 months and beyond; set-up the training sessions and dates.

Employee's First Day

- ☐ Greet the employee personally.
- ☐ Introduce the new employee to other members of staff, especially those he/she will be working directly with or will be meeting within the first week.
- ☐ Give a tour providing information about: security and access to the building; where to find the copy/fax/other machines, equipment, and supplies; fire safety exits, evacuation routes, emergency meeting points, Health & Safety Board and information, etc.
- ☐ Provide instructions, as necessary, for technology, phones, other tools and equipment the employee will use on the job.
- ☐ Provide an orientation to the company, the culture, and the job.
- ☐ Go through new hire paperwork and collect information needed to the employee's file.
- ☐ Take the employee out for lunch.

Weeks 1 - 4

- ☐ Continue orientation to the company and company culture.
- ☐ Provide on-the-job training and any other necessary training (e.g. safety training, HR-related training)
- ☐ Review the training plan for the next 8 - 12 weeks with the new employee and implement his/her feedback.
- ☐ Set milestones/goals for the next 3 months with the new employee.
- ☐ Set-up job shadowing as necessary
- ☐ Arrange for the new employee to meet with key resources and internal contacts
- ☐ Arrange meetings with clients and external key contacts

Weeks 5 – 12

- ☐ Continue with training and job shadowing.
- ☐ Meet with the employee regularly and monitor progress through the onboarding process; measure milestone/goal attainment.
- ☐ Prior to the 12-week mark, complete a Probationary Review with the employee.
- ☐ Discuss option for benefit enrollment, etc. after successful completion of the probationary period.