

New Hire Checklist

Employee Name: _____

Position: _____

Hire Date: _____

Pre-Employment (before they start)	Confirm the offer and engage new hires before they start <ul style="list-style-type: none"> • Employment Offer letter sent, and signed offer received • Send an email, text and/or package, include: <ul style="list-style-type: none"> ○ A note of welcome to build excitement for their first day ○ A small gift (e.g. company branded coffee mug, t-shirt or other “swag”) to help them feel part of the team, if possible ○ Information to support success on their first day; What to expect, parking, dress code, access information (keys/codes), where to go upon arrival, meal breaks and amenities ○ Links to maps, photos of entrances, etc. to help employees plan and orient themselves before they arrive 	
	Prepare new hire’s work area and/or order applicable equipment <ul style="list-style-type: none"> • Building access card, key(s), parking pass • Payroll - Sign in/out process • Technology/systems access (passwords) • Uniform, apron, name badge/ID card • Office/desk/workstation (if applicable) • Stationary and supplies (e.g. business cards) 	
	Engage existing employees in welcoming new hires <ul style="list-style-type: none"> • Announce new hires prior to their start date • Encourage current employees to welcome, support and get to know new employees 	
Equipment/Technology	Technology/Equipment Set up (if applicable): <ul style="list-style-type: none"> • Create email account • Laptop, software, accessories • Desk phone (extension, voicemail set up), cell phone 	
New Hire Forms	Onboarding/Employment forms: <ul style="list-style-type: none"> • Employee new hire form to include contact information, emergency contact • Provincial/Federal Tax forms • Authorization for direct deposit/banking details • Benefit enrollment forms, RRSP/Pension Plan • Other Payroll related forms 	
Onboarding/First Day	Orientation <ul style="list-style-type: none"> • Conduct an Orientation presentation (in person or virtual) • Provide a copy of the onboarding plan in advance, if possible • Include Company information, history, key policies • Conduct frequent check-ins and make time for casual chats to build rapport • Conduct a Safety Orientation https://www.worksafesask.ca/resources/publications/ywo/ • Provide a copy of the Employee handbook 	
	Tour Workplace & Facilities <ul style="list-style-type: none"> • Employee areas, break area/room, washrooms • Emergency exits • Designated smoking area • Parking • Mailroom, photocopier, supplies 	

Company Logo

Post-Orientation Follow up	<div>Departmental Welcome</div> <ul style="list-style-type: none">• Manager/owner to welcome new hire• Provide introductions to department/team and key personnel (Senior Management)• Assign a buddy or mentor to help new employees settle into their job and to answer general questions	
	<div>Policies</div> <ul style="list-style-type: none">• Review company, and departmental policies and procedures• Review Job description/job task checklist• Communicate clear timelines, expectations, duties, performance objectives• Encourage questions and ensure new hires know who to contact if they have questions, require assistance or want to provide feedback	
	<div>30/90 Day Check-in</div> <ul style="list-style-type: none">• Conduct frequent check-ins to see how they are settling in, have any questions, etc.• Make time for casual chats to build rapport• Communicate the performance review process• Celebrate successes	