



# Checklist:

## Top-Notch Onboarding

# Checklist for Top-Notch Onboarding



This checklist outlines the key elements of a top-notch onboarding experience, breaking it down into three distinct phases: pre-boarding, the first day and week, and the first 30, 60, and 90 days. By following these guidelines, you can create a comprehensive onboarding program that empowers new hires, encourages engagement, and lays a solid foundation for their future contributions. Let's ensure every new team member feels welcomed and equipped to thrive!

## Pre-boarding (Before Day 1)

### PROVIDE AN ONBOARDING PACKET

- Include company goals and values
- Provide an organizational chart
- Outline benefits information

### SHOWCASE COMPANY CULTURE

- Plan events, outings, and volunteer experiences

### EMPHASIZE THE DETAILS

- Provide parking information
- Share security/building access details
- Specify dress code
- Offer meal options

### REVIEW WEEK ONE EXPECTATIONS

- Outline what the new hire can expect during their first week

### PROVIDE A WELCOME BASKET/COMPANY SWAG

- Prepare a welcome basket with branded merchandise and useful items

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## Day 1/Week 1

### ENSURE A WELCOMING ENVIRONMENT

- Have a team-building activity planned
- Ensure the workspace is friendly and inviting

### PRIORITIZE EQUIPMENT READINESS

- Confirm all necessary equipment is set up
- Provide account setup instructions

### GIVE AN OFFICE TOUR

- Conduct a tour of the office and facilities

### CONNECT AN ONBOARDING BUDDY

- Assign a buddy for support and guidance

### AVOID OVER-SCHEDULING

- Balance meetings and activities to prevent overwhelming the new hire

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## First 30, 60, 90 Days

### DISCUSS GOAL SETTING

- Collaborate to create attainable goals
- Ensure goals set the new hire up for success

### ASSIGN CHECKPOINTS FOR TRAINING

- Establish checkpoints for training completion
- Schedule sessions for learning company platforms, policies, and procedures

### OFFER SHADOWING OPPORTUNITIES

- Encourage flexibility for shadowing teammates
- Offer opportunities to learn from other departments

### PRACTICE TWO-WAY FEEDBACK

- Schedule regular one-on-one meetings with the manager
- Foster an environment for open and constructive feedback

By following this checklist, your organization can ensure a comprehensive and engaging onboarding experience that helps new hires feel welcomed, informed, and prepared to succeed.

For additional tips, **partner with MP**, the leading HR technology and support provider. We're ready to take your onboarding strategy to the next level.