



# Welcome, partner!

You've welcomed your newest employee and want to ensure they're working to their fullest and brightest potential, as quickly as possible. The following checklist serves as a guide to help see them through their first 90 days.

# NEW EMPLOYEE CHECKLIST

## 1st DAY

- Have someone greet them when they arrive
- Arrange a lunch or morning tea for their first day
- Review the job expectations – how they will be measured, your expectations of them
- Review the Employee Handbook, ensure they know your protocols
- Paperwork – have this ready to complete – [payroll information etc.]
- Introduce their “Work Buddy”
- Get them settled at their desk, make sure everything is working

## 1st WEEK

- On the job training
- End of day reviews
- Give them a job to work on
- Coffee or lunch vouchers – let them invite team members to lunch or coffee to get to know them
- Ensure payroll is set up

## 1st MONTH

- Check in and review goals setup
- Increase their responsibilities – add to them each week
- Providing training and reading materials
- Explain the big picture and goals the business has - include each department and the long term vision

## 2nd MONTH

- You should know how the employee is performing by now
- Delegate one major project for them to complete
- Challenge them by giving them several tasks at once
- Get feedback from their “Work Buddy”
- Ask for their feedback on your on-boarding process

## 3rd MONTH

- Evaluating their performance before their probation finishes
- Speak to your team, how do they fit, are they happy with the tasks completed
- Give the employee feedback on what they have done well and where they can improve
- Set new goals and a timeframe