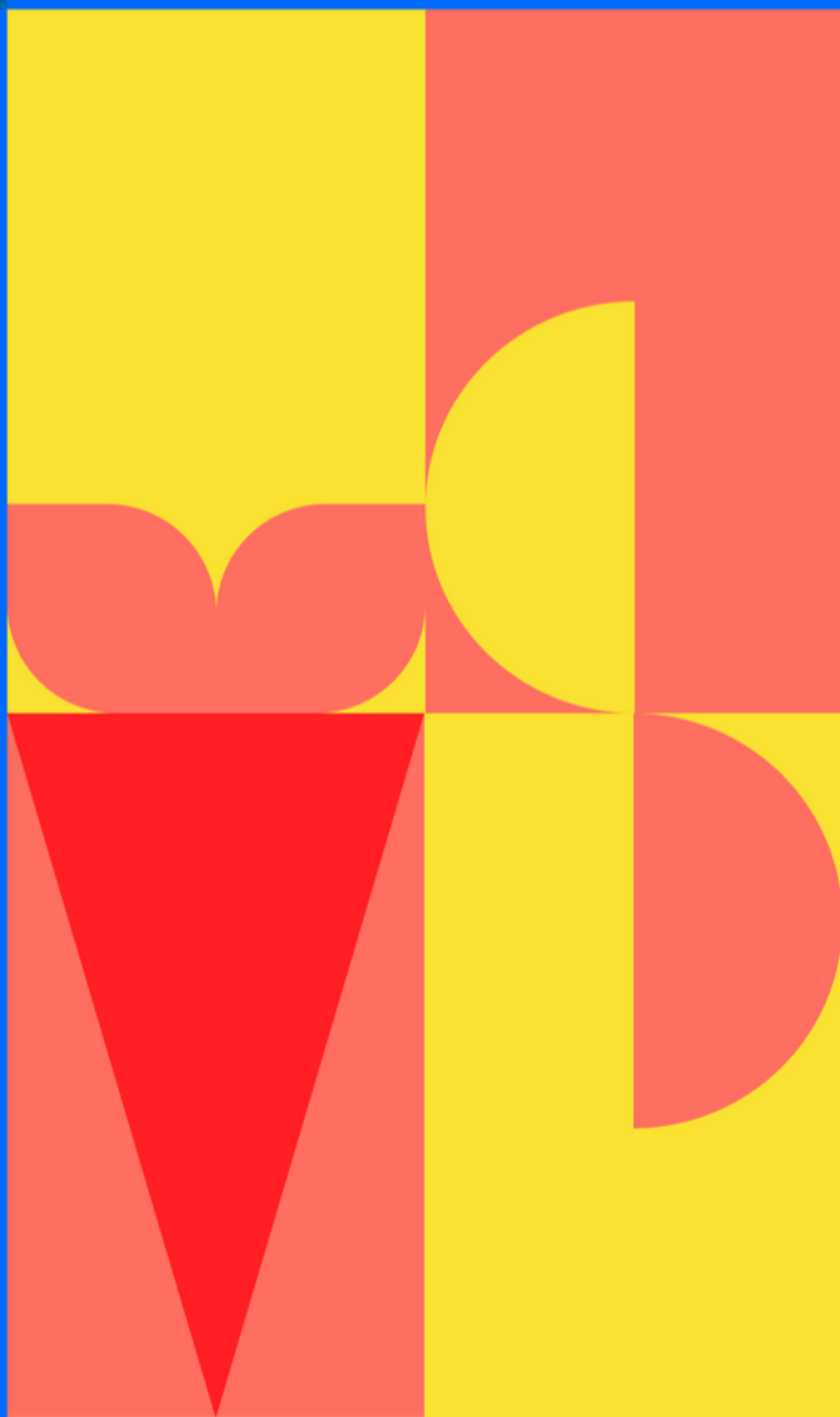




The ultimate onboarding checklist

for managers





Hooray, you have hired a new colleague!

You and your team were probably struggling to get everything done. So how are you supposed to find time to help your new team member get settled and up to speed?

A good onboarding program enables your new hires to integrate into the company faster, making them feel part of the team, and to perform on a higher level and provide value to the organization more quickly.

But what do you exactly need to prepare for the arrival of your new hire? And how to bring them up to full productivity?

To get your onboarding program organized and focused, we created this ultimate onboarding checklist for managers.

Save time and effort and keep focusing on managing your team, while your new hire gets the best onboarding experience.

Happy onboarding,

Team [Appical](#)



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Pre-boarding

- ☐ Reserve space in your calendar to work on onboarding activities and tasks
- ☐ Refresh your knowledge with the latest regulations and compliance rules so you can explain them to your new hire
- ☐ Write a job description with expectations & key responsibilities of your new hire
- ☐ Order or arrange the necessary devices for your new hire, like a laptop or phone
- ☐ Prepare the new hire's workspace & tech set-up (logins, access to software & tools)
- ☐ Find a buddy for your new hire & reprioritise the buddy's workload
- ☐ Prepare a welcome package with goodies and a handwritten welcome note from your team
- ☐ Send out necessary paperwork that needs to be signed (preferably digital) to your new hire
- ☐ Give your new hire access to your company's onboarding tool that includes information to get acquainted
- ☐ Provide your new hire with practical information for the first day: where to go, at what time to arrive, the dresscode, lunch possibilities, etc.
- ☐ Get your team excited about the new hire: inform them of the starting date and write a brief introduction about the new hire
- ☐ Start building relationships: invite your new hire to team drinks or an event/or an event
- ☐ Create a timetable with onboarding activities for your new hire's first day & week
- ☐ Check-in with your new hire: ask how he or she is doing and feels prepared for the first day



Appical tip: First impressions matter! Using a digital onboarding platform can help you fill the gap between signing the contract and the first day. Let your new hires absorb relevant information at their own pace, wherever they are, to keep them engaged and feel well-prepared for the first day of work.



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The first day of work

- ☐ Celebrate the first day e.g. by sending out a company-wide message to welcome your new hire
- ☐ Give a welcome package with branded goodies and a welcome note from your team
- ☐ Give an office tour to help your new hire navigate around the workspace
- ☐ Provide devices, access & logins to any tools your new hire needs to get settled
- ☐ Introduce the team & their roles during a team lunch to get connected
- ☐ Communicate company goals & projects your team is working on with your new hire
- ☐ Show an organizational chart to explain how the departments work together to offer context
- ☐ Introduce your new hire to the buddy who can answer questions and start building a network
- ☐ Check-in with your new hire to learn how the first day went



Appical tip: Plan coffee dates! At Appical, during their first weeks the manager schedules coffee dates in the new hire's calendar with key people in the company to help build their network, share knowledge and getting a better understanding of the company culture. Onboarding is all about socialization.



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The **first** weeks

- ☐ Discuss your new hire's schedule & goals for the following month
- ☐ Explain your team's work processes: how to collaborate and deliver?
- ☐ Give a training of used tools & software (e.g. CRM, CMS, project management software)
- ☐ Give your new hire a first assignment
- ☐ Have 1-on-1 conversations in which you reveal your manager style
- ☐ Stimulate networking by planning in meetings with key people in the company
- ☐ Provide helpful resources, e.g. intranet, colleagues' contact information, conference room locations, IT support, learning & development portals, etc.
- ☐ Let your new hire join meetings to learn about meeting structures & company culture
- ☐ Prepare the end of probation talk by collecting feedback about the new hire's job performance and communicate how your new hire can prepare
- ☐ Schedule the end of probation period talk
- ☐ Has your new hire passed the end of probation period? Celebrate with the company!



Appical tip: Give a quick win! Give a first assignment that is easy to complete so your new hire can jump right in, contribute, and get a taste of success. Boost confidence and help answering a "Yes!" to the new hire's key question: "Was taking this job the right thing to do?"



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Continuous learning

- ☐ Create a 30-60-90-day plan with your new hire including quick wins & long term goals
- ☐ Check-in: is your new hire a cultural fit?
- ☐ Ask your new hire feedback about the onboarding experience to learn & improve
- ☐ After 60 days: review your new hire's set objectives & job performance
- ☐ Increase your new hire's knowledge: stimulate learning & growth by providing a reading list
- ☐ After 100 days: schedule performance appraisals & prepare constructive feedback
- ☐ Keep investing in your hire by creating a career development plan together



Appical tip: Appreciation is appreciated!

Hand out compliment cards which your new hire can give to their 'onboarding heroes'. Who has provided support, positivity and made the onboarding journey of your new hire a success?



Go next level with your onboarding experience

Digitize and automatize your onboarding process with our easy-to-use platform

Preboarding, onboarding, reboarding & offboarding

Easy-to-build onboarding journeys

Gamification & personalization

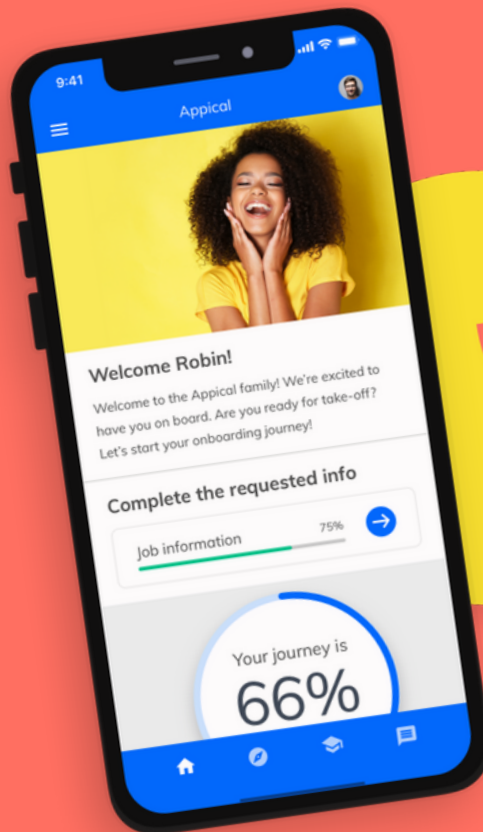
Tracking employee progress & task completion

Manager toolkit

Collect feedback & improve your onboarding program

API integrations with core HR systems

ISO certified



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