Hiring Leader Onboarding Checklist
Before Start Date

Upon Hire:

❑ Welcome your new team member with a text, email or phone call.

❑ Assign and introduce an onboarding buddy.

❑ Put in ServiceNow tickets for:
- o VIP VPN access
- o Global Connect
- o Lawson access
- o Shared drives access
- o SharePoint access (if needed)
- o Workspace & keys (if needed)
- o Laptop or computer bundle (if needed)

❑ Connect with their Pre-boarding Coordinator to confirm start date.

❑ Visit WelcometoWellstar.com/Leaders for onboarding resources.

One Week Prior to Start Date

❑ Create an Onboarding Plan:
- o Reference Onboarding Toolkit
- o 30-60-90 Plan

❑ Follow up on the status of your new team member's required pre-boarding activities: *(Note: check iCIMS Dashboard)*
- o Completed drug screening
- o Completed background check
- o Submitted Section 1 of the I-9 form
- o Scheduled Employee Health Screening
- o Completed required compliance training
- o Completed other required forms (technology agreement, COVID-19 questionnaire)

❑ Schedule 1:1 with your new team member during the first week.

❑ Connect with the new team member and confirm their start date.

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Hiring Leader Onboarding Checklist
Day 1 – Week 3

Day 1:

❑ Welcome your new team member with a text or email.

❑ Confirm your new team member:
- o Successfully claimed MyID
- o Attended TMCO
- o Completed all their required training

Day 2:

❑ Confirm new team member:
- o Attended Day 2 Facility Orientation
- o Completed I-9 Form Section 2
- o Picked up Employee ID badge

End of Week 1:

❑ Check in with new team member to see how their first week went.

❑ Walk new team member through team structure.

❑ Ensure they attended all necessary trainings.

Week 2:

❑ Share your team's recent successes and future goals with your new team member.

❑ Schedule weekly check-ins with your new team member.

Week 3:

❑ Weekly Check-in:
- o Check in prior to 30 days to ensure their benefits selection is completed.

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Hiring Leader Onboarding Checklist
Week 4 – Week 12

Week 4:

❑ Weekly Check-in:
- o Celebrate 30 days on the team!
- o Set goals and align on expectations.
- o Meet with new team member's buddy to check on their progress.

Week 5:

❑ Weekly Check-in:
- ❑ Provide new team member with development resources and have a career development conversation.

Week 6:

❑ Weekly Check-in

Week 7:

❑ Check in prior to 60 days:
- o Make sure they understand their role and day-to-day functions.
- o Find out if they are facing any challenges.

Week 8:

❑ Weekly Check-in
- o Celebrate 60 days on the team!

Weeks 9-11:

❑ Weekly Check-ins

Week 12:

❑ Celebrate 90 days on the team!

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