# Onboarding Checklist for Onsite/ Hybrid Workers

## Pre-Arrival

### Engage Early to Welcome

- [ ] Reach out to the new team member as soon as the offer is accepted to welcome them to the team
- [ ] Confirm start date, where to park, dress code, etc.
- [ ] Share the best way to get in contact with you if they have questions

### Technology Access and Related

- [ ] Technology request made the Friday before new team member starts Laptop, monitor, docking station, phone, etc. requested
- [ ] Select a preceptor/ trainer and an onboarding buddy

### Ways to Socialize

- [ ] Send an email to the new team member welcoming them
- [ ] Copy the new team member on upcoming events
- [ ] Have department sign a welcome card for the first day in the department
- [ ] Plan for someone to take them to lunch during their first day onsite

### Scheduling

- [ ] Create the first week schedule and share a drafted copy before their start date,
- [ ] Put a reminder on your calendar for the new employee's first day, 30-60-90-day and one-year work-anniversary

## First Day

### Policies and Procedures

- [ ] Confirm they have an ID badge and have the appropriate access
- [ ] Discuss dress code/uniform requirements (when remote discuss expectations for TEAMS meetings i.e camera on, dressed appropriately)

### Work Environment

- [ ] Discuss your management style and expectations
- [ ] Explain the work of your unit– its purpose, organizational structure and goals
- [ ] Show an org chart and explain levels of supervision in the unit

### Ways to Socialize

- [ ] Be available to greet them on their first day
- [ ] Introduce them to others in the facility
- [ ] Take them to lunch
- [ ] Have team member complete the "Meet and Greet" form
- [ ] Set up recurring 1:1 meetings for you and the new team member

### Scheduling

- [ ] Have a printed copy of the new team member's schedule
- [ ] Clarify the first week's schedule and review the hours of work
- [ ] Set up recurring 1:1 meetings for you and the new hire

## First Day to Day 30

### Performance Management

- [ ] Ensure required training is complete Provide ongoing performance feedback during 1:1's
- [ ] Explain the performance review and goal-setting process
- [ ] Show how to enter Individual Development Plan, goals, certifications, licenses, etc.

### Technology

- [ ] Ensure team member has proper access to email, UKG, EPIC, Workday etc.

### Ways to Socialize

- [ ] Set up informal, rotating meetings with leaders or departments outside of their immediate team.

### Scheduling

- [ ] Explain policies for time and attendance
- [ ] Explain how to request PTO Explain EIB, holiday pay and approved holidays
- [ ] Explain how the employee will report their time

## Day 30-60-90

### Day 30

- [ ] Recognize and celebrate their 30-day milestone to reinforce their contributions
- [ ] Establish clear goals and ensure alignment on expectations for the next phase of their onboarding journey
- [ ] Connect with their preceptor, trainer, and onboarding buddy to gather insights on their progress, engagement, and any support needs
- [ ] Complete the 30 day check in

### Day 60

- [ ] Celebrate 60 days on the team Make sure they understand their role and day-to-day functions
- [ ] Ask if they're encountering any challenges or obstacles
- [ ] Complete the 60 day check in

### Day 90

- [ ] Celebrate 90 days on the team
- [ ] Complete the 90 day check in