

> 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.
- ☐ 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.
- ☐ Complete TMCO session and TMCO modules during first week
- ☐ Complete VCO before performing patient care

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