

# Employee Onboarding Checklist

A checklist to prepare to onboard a new team member with joy, respect, and intentionality.

**Employee Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_ **Hire Date:** \_\_\_\_\_

In addition to training your new employees on their particular job duties, it is equally important to review the ministry environment and make sure employees are comfortable in their position. It is time consuming and costly to recruit new employees. Supervisors need to ensure that the employees we hire are orientated properly within the first two weeks to keep them on the job and performing their best.



## BEFORE THE FIRST DAY

- Three Employee References Checked and Verified
- Testing Administered (if applicable)
- Request IS Computer Set-Up (Please state all necessary applications, programs and access needed for employee.)
- Request Keys – Only keys assigned to position will be distributed to employee



## BEFORE EMPLOYEE'S FIRST DAY – OFFICE MANAGER:

- Criminal Background Check
- Verbal Employment Offer
- Written Employment Offer



## EMPLOYEE'S FIRST DAY OF WORK – OFFICE MANAGER:

- Greet the employee when he/she first arrives.
- Complete new hire paperwork, review company information, receive employee notebook, and receive basic time-keeping training (if applicable).
- Discuss pay schedule and where/how to pick up paychecks.
- Provide a locker and/or uniform, if necessary.
- Discuss: Vacation, Sick, Holidays, Health Insurance

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## EMPLOYEE'S FIRST DAY OF WORK – SUPERVISOR:

- A supervisor or lead department member should give employee a building tour, which includes employee lounge, staff restrooms, emergency exits.
- Picture taken for Employee ID badges.
- Request Business Cards for employee (if applicable).
- Allow paid time to review Employee Handbook
- Set up email address.
- Either supervisor or lead department member needs to take a personal interest in a new employee and make him/her feel welcome and introduce them to other workers.
- Review with the employee what he/she can expect on the first day and during the first two weeks.
- Ensure employees are properly trained on how to utilize the telephone system, voice mail (if applicable), and how to log onto Outlook to check e-mail.
- Ensure employee has copy of work schedule and/or completely understands their work schedule, including meal breaks and 10-minute rest periods. Complete Meal Break Waiver Form if appropriate.
- Ensure employee knows how to contact supervisor during their work shift and when not at work.
- Ensure employee knows normal or standard hours worked per day and per week and what they should expect in the future. Employee should have understanding of different shift schedules (if applicable).
- Ensure the employee knows what training he/she should expect in upcoming weeks.
- Ensure the employee knows his/her performance appraisal will be in 90 days, then once a year thereafter. You may review performance appraisal forms with employee.

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## EMPLOYEE'S FIRST DAY OF WORK – SUPERVISOR:

- Ensure the employee knows who will assign and supervise his/her work and to whom the employee is responsible.
- Review and ensure the employee understands the dress code and uniform policy.
- Explain timekeeping and attendance responsibilities and policies.
- Do everything practical to make an employee's first day at the Fleet a positive experience.



## EMPLOYEE'S FIRST TWO WEEKS – SUPERVISOR:

- Review job description with employee.
- Make sure employee has been tracking time worked correctly, taking breaks as assigned, and clocking in and out as directed.
- Meet with employee and ask employee how everything is going. Is there anything an employee needs help with? Has he/she met co-workers? Does he/she have a good understanding of job responsibilities and expectations?



## What happens next?

If this checklist is helpful but you want more, **Kingdom One's HR experts are here to help with all kinds of HR topics.** From start to finish, we can show you best practices, answer questions, and help you set up HR policies that care for your team.

Schedule a Free  
30-Minute Call!