



Your helpful checklist for new hires.

Onboarding a new employee is about so much more than finding a place to sit. It's a process that will help your new starter settle into their team, introduce them to the company culture and ideally set the tone for future success. So think of it as a process that starts well before your new employee arrives and lasts for at least a few months. Here's an easy-to-use checklist that will help you plan ahead and get your new team member off to a flying start.

Before start day.

Start communicating.

- Call your new starter a week before their first day to confirm their start date and time. Let them know you're looking forward to seeing them.
- Make sure they have all the paperwork they need, like job description, tax information and superannuation forms, which you should ideally provide along with the job offer.
- Tell existing employees about their new team member and encourage everyone to drop by and introduce themselves when he/she arrives.
- Find an internal mentor or first-day buddy who can show your newbie around and answer any questions. It worked at primary school and it works in the workplace, too.

Set up their workspace.

- Don't forget the obvious. Create an organised, well-equipped workspace so your new hire has what they need from the get-go. For desk jobs that means a desk, laptop, stationery, welcome pack and security/access cards. Other roles might need a uniform, locker or additional work equipment.
- Avoid first-day tech hassles: create an email account, arrange phones or other devices and install essential software (and yep, that includes logins and passwords).

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First day.

Show them the ropes.

- Make them feel welcome with small personal touches, like asking for their coffee order in advance, or taking a quick walking tour of the local lunch spots.
 - Introduce everyone, but not in an overwhelming way. Remembering names is always a first-day drama, so name badges can help.
 - Check they've given you their commencement forms, like their tax file number declaration and super fund choice, so you can get everything organised for payroll.
 - Give your new starter their welcome pack and go over the role. A few simple introductory tasks will help them warm up and get focused.
 - If it's practical to do so, go out for a team lunch.
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First week.

Expand and inspire.

- Time to hand over a project that they can sink their teeth into – keep it achievable (an early win), with realistic timelines.
 - Follow up on any paperwork or induction procedures. The sooner the formalities are out of the way, the better.
 - Ask them how they're going! Often a casual check-in helps new starters feel at ease, and it gives you insights into how you can tweak the new-employee experience. Bonus.
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First month.

Follow up.

- Reach out to the rest of the team to see how the new dynamic's working.
 - Have a (very) casual evaluation meeting to see if your new starter is on track with their workload and if their hopes and expectations of the role are being met.
 - Look for any knowledge gaps and organise extra training to help your new hire upskill.
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By the end of month one, you'll hopefully see your new employee settling into the work culture, owning the role and maybe even bringing a brilliant idea or two to the business. This is just the beginning.

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