

# Employee Onboarding Checklist



## Welcome

- Meet office and/or support staff.
- Review company organization, mission, objectives, and expectations.
- Fill out new hire paperwork.

## Acclimate

- Introduce the employee to their new coworkers.
- Show the employee the area where they will be working.
- Walk through their normal daily routine.

## Train

- Go over job expectations and requirements.
- Establish any relevant goals or targets, making clear how performance will be evaluated.
- Instruct the employee on standard procedures or best practices for the tasks before them.
- Offer insights and tips of the trade that will make job performance easier and more efficient.
- Describe key safety concerns and ways to avoid injury or property damage.

## Equip

- Provide the employee with any equipment or materials needed and take inventory of them.
- Explain what to do if they have a problem with any equipment or need a replacement.
- Discuss proper use and storage of company-provided items.

## Review

- Answer any questions the employee may have.
- Re-emphasize job expectations and goals as well as necessary safety information.
- Set a follow-up meeting after a period of time to check in on progress.
- Remind the employee of the support system in place and where to go with any questions.



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