

# FIRST DAY CHECKLIST

Welcoming a new employee to your team? Our First Day-checklist will help you to make it a productive and positive experience.

## WHY MAKE A BIG DEAL ABOUT THE FIRST DAY?

Young employees new to the workplace can be nervous and unsure of what to expect. They might not have the confidence to ask questions, or know what to ask. Informing them of what they need to know and putting them at ease on their first day sets the tone for a more productive working future.

## ONBOARDING

Depending on your business, you can arrange an onboarding session for new employees. You can do this digitally or in person, before the new employee starts or during their first week. This is the perfect time to introduce your business goals, mission and vision.

## MUST DO

The following checklist includes important activities to focus on for day one and the first week.

	N/A	Yes	No
Task a team member to greet your new hire when they arrive, walk them to their desk, and introduce them to their new team			
Give new hire a tour of the office or site			
Include facilities such as kitchen/meal area, restrooms and communal areas			
Help new hire fill out HR paperwork			
Share your key policies and procedures, for example:			
Anti-harassment			
Leave and sick leave			
Performance reviews			
Dress codes			
Personal conduct			
Safety			
Confidentiality			
Inform employee about working hours, pay rate and schedules			
Explain terms of agreement.			
Explain role tasks and responsibilities			
Provide with access pass or employee ID			
Provide a set of business cards			

	N/A	Yes	No
Schedule short introductory meetings with key team members			
Make sure the new employee's desk area is clean			
Make sure necessary tech is up and running, with all their accounts set up, phone working and login details ready			
Run a role-specific training. Focus on:			
Their main responsibilities			
The team structure (names, roles, duties and organisational chart)			
Job-specific tools			
The team's objectives			
Assign first tasks to your new hire. Make sure to:			
Offer guidance, as needed			
Provide resources that your new hire is likely to use			
Clarify questions that may arise			
Assign your new employee a work buddy to help them adjust to their new workplace			

## NICE TO DO

A small welcome gesture can make a huge difference. This could be:

- An onboarding kit including a welcome card or gift on their desk
- A small selection of snacks for "energy" for their first day
- An informal "welcome" meet&greet with colleagues over some snacks
- A list of local spots where lunch can be found
- A team lunch at the end of week one
- Contact details for a person in your business that could provide extra support if needed

Invite your new hire to a group lunch to help them get to know other employees.

At the end of the first day, schedule a short debrief. Ask:

- How did your first day go?
- What do you think of the company and your team?
- Do you need any clarity on our policies?
- Do you have everything you need? (e.g. hardware, stationery, etc.)
- How has the first day lined up with your expectations of the job?
- Do you have any questions?

Repeat this debriefing session at the end of their first month.