

# ONBOARDING CHECKLIST

## A GUIDE FOR PEOPLE MANAGERS

This onboarding checklist has been designed to support you, as people managers, to create a well-structured and supportive onboarding process for your new team members.

Developed by our senior HR consultant at Corvus People, this guide provides a clear framework and template to ensure a smooth onboarding journey that extends from before the new employee's first day and continues well beyond.

### WHAT IS ONBOARDING?

Onboarding is more than just a routine orientation - it's a critical process that sets the tone for an employee's entire journey within your organisation. It includes the activities and initiatives undertaken to integrate a new hire into your team and company culture, align them with your values, and prepare them for their role. But why is it so important?

### THE IMPORTANCE OF EFFECTIVE ONBOARDING

#### Enhanced employee engagement

Research consistently shows that employees who experience a structured and welcoming onboarding process are more likely to feel engaged and motivated in their roles.

#### Faster adaptation to your culture and values

A well-structured onboarding program helps new hires understand your company's culture and values quickly. This accelerates their integration into the team and ensures alignment with your organisation's core principles.

#### Contributions to team and organisational goals

By providing new employees with the necessary tools, knowledge, and connections, effective onboarding enables them to start contributing to team and organisational goals sooner - adding value to your business.

#### Long-term retention

A well designed onboarding process significantly impacts retention. When employees feel supported and engaged from the outset, they are more likely to stay with the company long-term, reducing turnover and associated costs.

The below guide includes some common onboarding items. However, it's important to note that onboarding should not be a one-size-fits-all process. We encourage you to customise this checklist and design a timeline that aligns with your unique business needs and the specific requirements of your new hires. If you would like an editable version of this template, please contact us at [hello@corvuspeople.com](mailto:hello@corvuspeople.com) – we are happy to provide this for your convenience.

<b>Name</b>	
<b>Start date</b>	
<b>Position title</b>	
<b>Manager name</b>	
<b>Department</b>	

### Before the first day

- Prepare and distribute an internal new employee introduction email.
- Create an agenda for their first couple of days.
- Prepare Workspace
- Technology set-up
- Necessary Documentation
- Assign a Buddy
- Training Schedule

### First day

- Welcome Meeting
- Tour and Introductions
- Welcome Gift – Corporate Pens/Mugs etc
- Team Lunch
- Buddy Introduction
- Work with HR on determining all necessary paperwork and documentation.

### First 2 weeks

- Schedule a goal setting meeting in first 2 weeks
- Set expectations for the new hire communicate the actions and behaviours expected of all employees.
- Share team priorities and where focus should be concentrated.
- Identify and document main performance goals for the year.
- Review core competencies and desired behaviours that the new hire will be expected to demonstrate and ensure that they understand what high performance looks like.

### First 3-6 months

- Schedule ongoing status meetings with your team member.
- Provide clear and concise feedback during the meetings on how they are performing against their goals and how they are doing overall.
- Coach and guide the team member through any frustrations or obstacles and remember to celebrate any successes.
- Identify any development they may have based on the key competencies established for the team.
- Have an open-door policy with an open feedback loop for the employee and encourage them to ask questions and seek guidance as needed.

### First 6-12 months

- Ask for feedback on their onboarding experience.
- Initiate conversations around long term career goals and how they see themselves growing in the company.
- Monitor the employee's engagement and well-being.
- Check in on their cultural integration and address any issues promptly.

# CORVUS PEOPLE

## GET IN TOUCH TODAY

At Corvus People, our consultants are ready to support you at any stage of your employee lifecycle. From recruitment and onboarding right through to ongoing development and succession planning - we can help you build engaged, motivated, and retained teams.

Our experts can deliver strategic initiatives on your behalf or support and develop your teams to carry out effective people processes.

For more information on our services or a free consultation with one of our advisors, contact us at [hello@corvuspeople.com](mailto:hello@corvuspeople.com).



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