

## **Employer Toolkits**

## **Induction and Onboarding Checklist**

Version: 01 Date: June 2023



Keep

## 1. Graduate and Student Induction Programme

Induction programmes play a crucial part for the recruitment of graduates or students as this is where they continue to evaluate the culture and values of the organisation. Once an offer of employment has been accepted by the candidate, the induction and onboarding will commence. People who experience a good and well-structured induction and onboarding process when they join a company are more likely to be employed there one year later.

We have broken down a robust process here for you to download and use to either amend your current induction programme or create one if you don't yet have one.

## 2. Onboarding Checklist

Activity	Information	Action	Complete
Pre boarding			
Send offer pack within 48 hours	This should include offer of employment letter and contract of employment as a minimum. Bear in mind they need all the information to make an informed decision just like you are most likely offering subject to references and any further checks required (send digitally to save paper, printing and postage).		
Hiring manager to keep in touch with them	It is important to keep in touch with them between offer stage and them joining you as this will show professionalism and help build relationships.		
Workspace preparation	Make sure their workspace is clean and tidy with no rubbish in their drawers etc. Why not get them a nice plant for their deck as a welcome gift?		
Internal announcement	Send communication to internal team members to make them aware of the new addition to the team, their name, role and responsibilities.		
Equipment	Ensure they have access to all necessary logins, their emails are set up and all equipment is ready ahead of them joining such as computer, chair, headset, extra screen, stationary, workwear.		
Introductions	Think about who they need to meet up with in their first few weeks of joining and allocate time in advance for them to meet up with each person. This could be:  • Human Resources – complete documentation  • Facilities – Health and Safety risk assessment  • Director – History of company and welcome		

<sup>&</sup>quot;You never get a second chance to make a first impression"

Part Team – overview of systems Other – any team members or departments they will work closely with  Assign a buddy A buddy is a great way for them to have somebody to support them in their first few weeks of employment so think about who is best placed to do this.  Pay Make them aware of when pay day is as they will most likely need to ensure their direct debits are all in hand.  Invite them to the workplace Invite them to the workplace  Can they meet the team beforehand? Are there any meetings it might be useful for them to join? Or you could have an informal coffee?  Connect with them on LinkedIn  Connect with them so they can see your connections and network.  Add to contacts Make sure they are added to email groups, phone lists, intranet, important MS Teams sites.  Welcome message  Send them a message one week before joining. You could be creative with this and do a team video, digital welcome card or email including the team.  First day planning  Send a check list to them:  Who they are meeting on first day Address and any parking instructions Public transport details Date and time Dress attire List of what they need to bring on their first day (I.D, bank details, certificates)  Induction plan  Create an induction plan for them to keep which highlights what they will be doing in the first few weeks of employment.  Ensure you have their Graduate Development Plan ready for when they join you. We have created a template for you to use as a guideline.  Week 1  Meet and greet  Ensure the line manager and buddy is available to meet them upon arrival on first day.  Induction programme First end of the induction programmes to they know what to expect.  Tour of workplace  Tour of workplace  Tour of workplace  Tour stakeholders — Kitchen, places to eat etc.  The senior stakeholder can spend some time to share the history of the company		· · · · · · · · · · · · · · · · · · ·	ı	
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	and strategy – this will encourage a positive	
	working culture.	
Team and role	Provide a thorough understanding of the	
overview	team they work within, the role it plays in the	
	business and then an overview of their role,	
	expectations, KPIs etc.	
Mission, Vision and	Provide them with the company or team's	
Values	priorities and objectives and how their role	
	aligns with this.	
Human Resources	Job description, employee handbook,	
meeting	eligibility to work checks (I.D), company	
g	policies, payroll information, pension, non-	
	disclosure agreement if applicable, annual	
	leave and emergency contact details, health	
	declarations, employee benefits.	
Health and Safety	Carry out risk assessment relevant to the	
	job they are doing.	
LinkedIn	Make sure their LinkedIn is up to date and	
	on brand for your company.	
Team lunch	Arrange for the team to have lunch together	
	as a way of welcoming them to the team.	
Dates for diary	Make sure they have all important dates in	
,	their dairy such as team meetings, away	
	days, any closure days, one to ones,	
	probation review, training etc.	
Products and Service	Deliver a session on what your products and	
overview	services are, your USPs, who are your	
Overview	competitors .	
Dunings and and	•	
Business groups	Do you have a green group, projects group,	
overview	social group, steering group, health &	
	wellbeing group? Tell them about them and	
	invite them to become a part if they are	
	interested.	
Role specific training	Spend time with them to discuss the role	
	deliverables making sure they are clear of	
	expectations.	
Team processes and	Share with them any team processes and	
systems	documents they need to be aware of.	
Give them	During the first week, allow them to start	
responsibility	working in their role whilst being there to	
	support with any queries.	
End of week 1 check	Meet up and discuss how the week has	
in	<u> </u>	
111	gone. Any concerns, issues, questions, feedback.	
Week 2	ICCUDACK.	
Goal and objective	Spend time with them to address their	
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setting (30,60,90	objectives over the next 3 months and make	
days)	sure you add invites to your diaries to	
0 1 1	review monthly.	
Graduate	Make time to review the Graduate	
Development Plan	Development Plan together and ensure both	
	parties are aware of goals and objectives.	
End of week 2 check	Meet up and discuss how the week has	
in	gone. Any concerns, issues, questions,	
	feedback.	

Week 3		
End of week 3 check	Meet up and discuss how the week has	
in	gone. Any concerns, issues, questions, feedback.	
Week 4		
Training	Review any further training required and	
	implement.	
Ask for feedback	It's always a good idea to obtain feedback	
	from the graduate/student on their	
	experience of the onboarding to date. You	
	will learn a lot from this for future new hires.	
Conduct one month	This will be part of the Graduate	
review meeting	Development Plan. Be sure to listen and ask	
	questions.	