

Onboard Checklist for Hiring Managers

BEFORE NEW HIRE'S FIRST DAY

TASK #	TASK	COMPLETED
1)	Email/Call New Hire within 48 hours of notification of offer acceptance by HR. At least one member of your team should send a follow-up email every 3 weeks following initial contact.	
	➤ Welcome to department	
	➤ Confirm start time for first day	
	➤ Inform you'll meet them at front desk upon arrival	
	➤ Ask if you can share their contact info with rest of the team	
	➤ Give them your contact info for any future questions	
2)	Generate Department Orientation/Training Agenda	
	➤ HR provides agenda template	
	➤ Communicate with any internal/external departments to set up necessary trainings	
	>Add trainings to agenda	
	>Share training agenda with New Hire before first day	
3)	Prepare Workspace	
	>Ensure cleanliness	
	>Request furniture if needed	
	>Contact helpdesk for any technology setup needed	
	>Acquire mailbox key if necessary	
4)	Give New Hire a "Buddy"	
	>Buddies are current employees who act as go-to person for questions, grab a meal with New Hire within first two weeks, regularly check in with New Hire regarding adjusting to IMSA, and meet with New Hire at least once a month for next few months	
	>Assign a current employee to be New Hire's "Buddy"	
5)	OPTIONAL TASK for Awesome Managers	
	>Give New Hire quick survey to learn their favorite things (Favorite drink, snack, etc.)	
	>Have some of those items ready on first day	

ON NEW HIRE'S FIRST DAY

TASK #	TASK	COMPLETED
1)	Meet New Hire at front desk on first day	
2)	Give tour of their workplace and introduce to team	
3)	Introduce to "Buddy"	
4)	Give tour of IMSA	
5)	Eat a meal with them	
6)	Bring to HR Orientation	
7)	Review expectations and job responsibilities	

DURING NEW HIRE'S FIRST WEEK

TASK#	TASK	COMPLETED
1)	Implement training agenda	
2)	Conduct formal "check-in" meeting at end of week to see if New Hire has questions, needs clarification, etc.	
3)	Check-in with New Hire's "Buddy" to see if they have any relevant info on New Hire	