**New Employee On-Boarding Checklist**

**Prior to Day 1**

* You will receive an email from Human Resources with your new employee’s ID. Follow the link provided to complete required activities.
* Review the Employee Onboarding intranet webpage to become familiar with onboardingresources your new employee will receive as well as resources for the new employee’s people leader and buddy.
* Call or e-mail new employee 2 weeks prior to their start date to welcome them.
* Ensure your calendar is open on your employee’s start date.
* Your new hire will be given access to myLearning.
* Select, assign and engage with the New Employee’s “Buddy”. Ensure they are aware of their role and provide them access to the [Buddy Guide](http://inside.bsci.com/sites/myDevelopment/Pages/NewEmployee/NewEmployee_archive.aspx).
* Schedule lunch for the new employee for their first week with yourself, their buddy, key team and project members. Consider a team lunch on the first day.
* Create:
  + Week one agenda to give to your new hire showing time with you, team meetings and meetings or lunches you have scheduled in advance of their arrival.
  + Document showing employee’s 30-60-90 onboarding plan and priorities. Include key contacts
* Set up reminders in your outlook calendar to check in with the new employee regarding the on-boarding process and priorities at 30, 60, and 90 days
* Add new employee to key meeting invitations
* Send an email announcement to the department and team announcing the new employee and their start date. Forward to the new employee as an FYI
* Create organization announcement, e-mail as appropriate at your location
* Depending on your location, determine if it is your role (vs. office manager, IT, etc.) to order computer, software, other business equipment, secure desk location, phone number and name plate.

**Day 1**

* Welcome your new employee (coordinate with your local talent acquisition contact)
* If offered at your location, ensure new hire attends “live” location specific onboarding
* Provide a tour of the facility, if they have not done so already or ask Buddy to provide a tour. Include safety call outs.
* Assign New Employee to applicable mailing/distribution lists
* Ensure your employee has
  + Building security access/badge
  + Been in contact with HR to completed required paperwork and ID checks
  + If applicable: Collected computer and IT equipment
* Meet with New Employee to discuss
  + Week one agenda you have created
  + Introduction to department/team members including overview of org chart
  + Introduction to onboarding Buddy

**Week 1**

* Meet with new employee to discuss:
  + Work schedule and how to track time if applicable
  + Roles and responsibilities including documented 30-60-90-day plan and priorities
  + Team policies and practices (vacation, calendars, flexible work arrangements, etc.)
  + Vision, mission, and purpose of your specific business.
  + Local policies, procedures and cultural etiquette e.g. dress code, email/telephone guidelines.
  + Importance of completing training requirements in myLearning
  + Resources available to gain an understanding of their region, business and function
  + Ongoing meetings they should attend and how to get added to their calendar
  + Team/project members, key stakeholders, internal and external partners they will work with and should schedule time to meet with.
  + Tools, systems and Permissions they will need (i.e. SharePoint, file shares, systems, mailboxes, etc.) and training for required systems.
  + When regular 1:1s should happen and who will schedule
  + Using Microsoft Teams for virtual meetings
  + Where to access office supplies
  + When applicable: Field based resources and encourage consulting with Buddy regarding field-based programs including car/ride programs.
* Arrange for a welcome e-mail from the division/function leader where applicable

**Month One**

* Meet with new employee to discuss:
  + Progress and updates to 30-60-90 day plan and priorities
  + How buddy relationship is going
  + Any concerns, challenges or questions
  + Local Employee Resource Groups (ERGS) available, how to learn more and join
* Remind New Employee to review or complete:
  + Personal account information in profile manager, update Career Profile, and add a photo in outlook (under file/account settings)
  + Benefit enrollment according to the regional location deadline. (Within 31 days in the US)
  + Region, business and function specific onboarding resources
  + Training assigned in myLearning
  + Week 2 and month 1 onboarding surveys when assigned
* If they have not done so already, encourage connecting with
  + Team/project members and key stakeholders
  + Other new hires at your location and global new hires on Yammer
* Meet with the employee’s buddy to review progress and identify additional coaching or guidance required.

**Months 2 and 3**

* Meet with New Employee to discuss:
  + Progress and updates to 30-60-90-day plan and priorities
  + Current year performance and development objectives and IDP/PDC processes
  + If applicable for the role: PDC & development goals to enter in Success Factors (if applicable)
  + Progress made towards completion of required training
  + How buddy relationship is going
  + Any concerns, challenges or questions
* Remind New Employee to complete Career Profile with professional skills, expertise and career goals.
* Meet with the employee’s buddy to review progress and identify any additional coaching or guidance needed.
* Review the employee’s performance, provide feedback and coach.
* Encourage completion of 90-day onboarding survey