

Onboarding Checklist

This checklist has been prepared as a guide for you to design an onboarding process tailored to your organizational needs.

We grouped all activities under 3 major categories. Considering all three areas of onboarding will help you create an engaging journey, ensuring fast adaptation and motivation:

1 - Legal Obligations and Personnel Affairs Transactions

2- Actions That Provide Employee Engagement and Motivation

3- Actions to Accelerate Compliance in Company Culture

You may use this checklist to set essential milestones in new hire journey, schedule necessary activities for each step of the onboarding process, and determine who needs to be involved besides the HR team. We have divided the timeline into Pre-boarding, First Day, First Week, and End of Probationary Period, so you can set action plan and expectations accordingly.

If you are ready, let's get started...

Sample Onboarding Plan

Pre-boarding

● PERSONNEL AFFAIRS

AT LEAST 30 DAYS BEFORE START DATE (-30th DAY)

Document Control

AT LEAST 7 DAYS BEFORE START DATE (-7th DAY)

Administrative Affairs - Shuttle Organization

Administrative Affairs - Employee ID card

Administrative Affairs - Equipment Request Forms

AT LEAST 4 DAYS BEFORE START DATE (-4th DAY)

IT System Authorization

● MOTIVATION & COMMITMENT

AT LEAST 30 DAYS BEFORE START DATE (-30th DAY)

Welcome Letter

AT LEAST 14 DAYS BEFORE START DATE (-14th DAY)

Introducing Onboarder

AT LEAST 7 DAYS BEFORE START DATE (-7th DAY)

General Information about the Company

AT LEAST 4 DAYS BEFORE START DATE (-4th DAY)

HRBP-Buddy Matching

● COMPLIANCE with

CORPORATE CULTURE

AT LEAST 14 DAYS BEFORE START DATE (-14th DAY)

Promotional Materials

AT LEAST 7 DAYS BEFORE START DATE (-7th DAY)

Company Policies and Procedures

First Day

● PERSONNEL AFFAIRS

Delivery of Employment Documents and Contract Signing

Preparation of the Office Desk and Technical Requirements

Occupational Physician - Doctor Check

● MOTIVATION&COMMITMENT

Buddy Welcomes Onboarder at the Door/Tour of the Office

HRBP Contact Groups

● COMPLIANCE with

CORPORATE CULTURE

Lunch with the Team

Welcome Kit

First Week

● MOTIVATION&COMMITMENT

Manager Welcome Call

First Day at Work Questionnaire

● COMPLIANCE with

CORPORATE CULTURE

Team Activities with Buddy Assistance

End of Probationary Period

● MOTIVATION&COMMITMENT

Performance Evaluation with Manager Questionnaire for Process-Related Feedback

Onboarding Checklist

PERSONNEL AFFAIRS

Pre-boarding

-30th Day

- Sending the list of documents required for employment to onbordee
- Transferring the documents received to personal affairs

-7th Day

- Informing onbordee about employee shuttle bus routes
- Sharing the contacts of shuttle bus manager, if any
- Creating a list of equipment to be given to the employee
- Forwarding the employee's information to administrative affairs for card issuance
- Ordering card prints

-4th Day

- User identification and authorization in all systems used

First Day

- Arranging an appointment with Personnel Affairs for document submission on the first workday
- Providing PC and phone, installing the necessary programs, and ensuring access authorization
- Checking health documents and arranging a doctor's appointment for general examination

Onboarding Checklist

MOTIVATION & COMMITMENT

Pre-boarding

-30th Day

- Sending Onboarder company info, policies, and procedures, org. chart

-14th Day

- Requesting an introductory article/video from onboarder to be shared with the team

- Sharing the outputs with the team and related persons

-7th Day

- Sharing the contact information of HRBP or Manager who can clear the question marks in Onboarder's mind

-4th Day

- Matching Onboarder with the appropriate person from the Buddy list and making the announcement to both parties

First Day

- Welcoming the onboarder at the door on the first day and showing the office
- Adding Onboarder to all necessary communication channels, such as WhatsApp groups, team collaboration apps, mail, etc.
- Setting up a meeting with the Manager
- Sending a questionnaire of giving a phone call to see how her/his first day went
- Presenting a welcome kit
- Lunch with the team

Onboarding Checklist

MOTIVATION & COMMITMENT

First Week

- One-on-one "Expectations and Goals" meeting with the Manager
- Organizing a team-building activity
- Orientation training
- Getting acquainted with critical departments
- Completion of system user training
- Detection of whether there is a problem that prevents high performance with the survey

End of Probationary Period

- Evaluation of the first two months with the Manager during preliminary performance meeting
- Preparation of "Early Employee Development Plan" regarding the observed issues
- Getting onboardee opinions about the onboarding process and the company

Onboarding Checklist

COMPLIANCE with CORPORATE CULTURE

Pre-boarding

-14th Day

- Providing company-related videos and documents
- Informing about company's vision, mission statements and values

-7th Day

- Informing about office hours and shifts
- Notifying regarding all the rules and requirements applied in the company
- Providing HR Handbook

First Day

- Organizing a lunch with the team on the first day
- Having a welcome kit ready when onboarding arrives
- End-of-day check and Q&A with HRBP
- Buddy, company tour, introductions

First Week

- Assigning required training to onboarding. eg; GDPR, Occupational Safety, Information Security, etc.
- Creating short-rotation opportunities in different departments
- Meeting with two Senior Executives
- Company Values

End of Probationary Period

- Receiving feedback with an onboarding evaluation survey

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