oak engage

Your

HR Onboarding Checklist

Practical Guide

2. On your new hire's first day

Prepare new hire with the necessary resources such as: ☐
- Laptop/computer ☑
- Specific Software ☑
- Company accounts eg. Email, Google Drive etc ☐

Schedule 1:1 meetings to: ☑
- Help them set up ☐
- Introduce them to their team ☑
- Get them up to speed with company policies/procedures ☐

Explain how your new hires can reach you by including: ☑
- Location ☑
- Email and phone number ☐
- Any messaging/intranet applications you may use ☐

3. During training

Set up regular training sessions either: ☑
- In person ☐
- On a scheduled meeting call ☑
- In specific conference rooms ☐

Set role based goals and objectives for the next: ☐
- 30 days ☑
- 60 days ☐
- 90 days ☐

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What is Employee Onboarding?

Onboarding is the process of incorporating new employees into a company and familiarising them with the company culture and policies, allowing them to become effective and contributing members of the team.

Employee onboarding programs should help new hires:

- Understand their roles and responsibilities

- Get comfortable in their new workplace setting

- Meet their team members

- Learn company policies and protocols

Gallup found that only 12% of employees strongly agree their organisation does a great job of onboarding new employees. That means 88% don't believe their organisations do a great job of onboarding, and that leaves a lot of room for improvement!

Why is Employee Onboarding Important?

The benefits of Implementing a great employee onboarding strategy are endless.

Here are just a few your company can achieve:

- Great employee retention rates

- Engagement from the beginning

- Company loyalty

- Productivity

Without the right procedures in place, increases in employee turnover and loss of productivity can occur. This decreased employee engagement costing companies large sums of money every year.

However, when a company has a great onboarding strategy, 69% of employees are likely to stay for at least 3 years.

HR Onboarding Checklist

The onboarding stage is the first interaction an employee has with the organisation after the interview process.

If the experience fails to live up to expectations, then your new employee might regret their decision to accept the job offer.

A negative impression left by a poor onboarding experience might affect their perceptions about your organisation, ultimately causing them to quit their role early.

Not sure where to start?

Use this checklist to organise an effective onboarding strategy for your new hires.

1. Before your new hire's first day

Send out a warm welcome email with essential documents including:

- Offer letter
- Links to digital onboarding forms
- Policy documents

Schedule a call to:

- Review forms
- Discuss any company benefits
- Set expectations regarding the new hire's role

Build a good rapport with the employee by:

- Letting them know they are valued
- Keeping in touch during the waiting period
- Send an email saying you're excited what they'll bring to the team

2. On your new hire's first day

Prepare new hire with the necessary resources such as:

- Laptop/computer

- Specific Software

- Company accounts eg. Email, Google Drive etc

Schedule 1:1 meetings to:

- Help them set up

- Introduce them to their team

- Get them up to speed with company policies/procedures

Explain how your new hires can reach you by including:

- Location

- Email and phone number

- Any messaging/intranet applications you may use

3. During training

Set up regular training sessions either:

- In person

- On a scheduled meeting call

- In specific conference rooms

Set role based goals and objectives for the next:

- 30 days

- 60 days

- 90 days

3. During your new hire's first month

- Discuss the employee's experienece of the first month

- See if it matches their expectations

- Review their performance

- Offer feedback

- Check whether the employee has any concerns

- Talk about career planning and development

- Get feedback about their onboarding experience

- Identify if they need any additional training

Conclusion

A great employee onboarding program is structured, strategic, and scalable. It goes beyond administrative paperwork to help your new team member feel valued, included, and a successful member of your team. But a strong onboarding process can become more difficult to manage consistently as you scale.

That's why onboarding systems continue to be a top 10 technology investment, with [83% of employers](#) saying they have one currently in place.

A modern digital solution like [Oak](#) can help you execute a more strategic, efficient, and streamlined process that can improve new hire satisfaction, retention, and productivity.

About Oak Engage

Oak Engage is the all-in-one intranet software for the workforce of today. We are cloud based, designed to keep your teams engaged, connected and productive, no matter where they are.

Our team of experts draw upon years of experience within the internal communications and intranet software industries to help customers overcome engagement obstacles and achieve their business goals.

We believe that for any successful business maintaining employee communication and business connectivity is key. This is why our platform gives your people the tools to do so. With Oak, your people can stay connected and engaged at any time, from anywhere, on any device.

As a leading intranet provider, we work with some of the most successful businesses from around the world to help them increase engagement, improve collaboration and transform internal communications.

If you'd like to find out more about us, or how we can help you improve your people engagement, please get in touch.
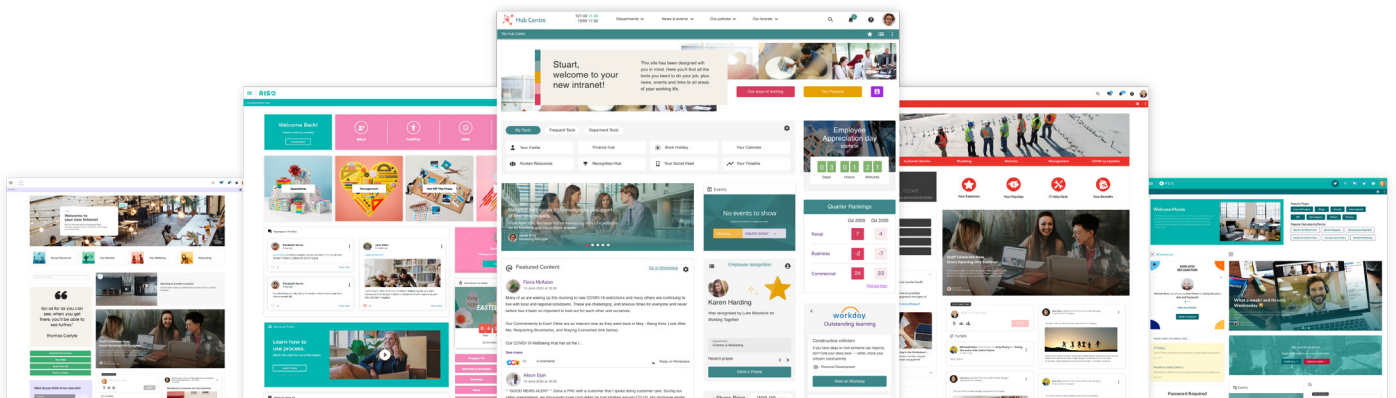
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