

Mass onboarding **checklist** for HR managers

Day 1



Manager introduction & welcome

Set expectations and have your new hire set 3 achievable goals for their first week.



Buddy & team introduction

Have the buddy show your new hire around the workplace and introduce their team.



Basic training #1

Have an experienced team member take your new hire through the basics of your systems, prioritizing immediate skills they will need to do their job.



Buddy check-in

Have your new hires buddy meet them on their second day and check in on how them.



Basic training #2

A continuation of the training from day 1. At the end of this your new hire should be able to perform the bare bones of their job.



Start supervised work

If your new hire is ready, have them start performing their role under supervision from a co-worker or manager.

Day 2

Day 3-5



Short quizzes

Create some short online quizzes to assess how your new hires training is coming along with a free tool like SurveyHero.



Continue supervised work and basic training

Ease-back on supervision of your new staff member as they build their skills.



Goal check and reset

Have your new hire check-in with their direct manager to see how their first week went, assess their goals, and to set 3 more for the following week.

Extras: Try and organize a morning tea (or digital after-work drinks if your company policies allow) during this first week to welcome your newest team member/s.



U-turn basic training

Have your new hires run an existing employee through a short basic training, to solidify their own knowledge. Give constructive feedback.



Expert training #1

Assign each new hire choose an 'area of expertise', product returns for example. This way they can complement each others skills sets without being overwhelmed.



Unsupervised work

If your new hire is ready, have them start performing their role without supervision. Debrief at the end of each day for 5 minutes to discuss.

Week 2

Week 3



Continue expert training and unsupervised work

During downtime, have your new hires share their expert training knowledge.



30 minute buddy 'ask-me-anything' session

Find some time for your new hire/s to sit with their buddy and pick their brain.



Quiz, manager check-in & basic training certificate

At the end of their third week, deliver your new hire a 'first 3 weeks' quiz and have them discuss the results with their manager. If they're ready, give them a 'basic training' certificate and a small gift as a congratulations for their hard work.