

Induction Checklist

New employees are full of energy during their first week on the job so it's important that you harness this enthusiasm and develop an induction plan that helps them to hit the ground running. The sooner your new recruit understands their role and the business – the sooner they will be performing at full capacity. The points below will get you started.

- Make time to sit with your new employee as they arrive on their first day. Introduce them to the team and any other key people – this will help them to establish working relationships quickly and also help them settle in to reduce first day nerves - it can also be helpful to assign a 'buddy' in the team to be a point of contact during the first few weeks if you aren't available.
- Ensure that their workstations are completely setup. This makes a great first impression and also helps your new employee to be productive, sooner. Computers, phones, stationery and business cards (if required). Access to computer systems, email and logins should also be available.
- Ensure new employees know where facilities are – bathrooms, kitchens and also fire exits and emergency procedures
- Take your new employee for a coffee or lunch on their first day. This will give you the opportunity to ask how they are going and answer any questions that they may have.
- Arrange a catch-up meeting at the end of the first week to ask how they are finding their new role. Encourage questions and provide feedback. Weekly meetings are excellent for regular check-ins. We recommend locking in a regular time from the beginning.
- If technical or systems training is required, arrange this with the relevant trainer and schedule the time in your new employee's calendar. This should be coordinated before they start.
- Structure your new employee's first few days as much as possible. Leaving them to setup their own workstation or seek out their own training gives a clear message that they aren't important. Knowing what they are doing each day will help reduce any anxiety and should also speed up the learning process.