Before the First Day

- ☐ Make sure that you've prepared any staff responsible for onboarding and training, laying out your expectations.
- ☐ Create an orientation guidebook.
- ☐ Send a reminder email to the hiring and training managers. Outline what should be covered in the orientation.
- ☐ Let other staff know that a new employee is starting.
- ☐ Make sure work materials such as uniforms, safety equipment, IT, and software are ready for the first day.
- ☐ Send an email to the new hire to outline basic information that will make their first day more comfortable like start time, who will greet them, location (if different from the interview site), parking information, whether there is a kitchen and fridge or local restaurants, and dress code.

On the First Day

- ☐ Walk through the work facilities. Show them their work station or site, common areas, safety equipment, break and washroom facilities, office supplies, and anything else that is important for their work.
- ☐ Have managers introduce themselves.
- ☐ Introduce the new hire to their coach and peers. Ideally partner them with one peer who can help answer any questions.
- ☐ If you are orienting several people, consider creating competitive and team-building games; like a scavenger hunt to discover more about the company.
- ☐ Share with team and individual goals, priorities, and success criteria with them
- ☐ Review important policies with them: HR information, workplace safety and security, breaks and lunch hours, use of personal cell phones and iPods, and social media.
- ☐ Streamline and limit any administrative work.
- ☐ Provide preliminary training for the job and review the training plan with them.
- ☐ Provide them with a copy of the orientation guidebook.
- ☐ Provide a safe mechanism for new hires to ask questions without being put on the spot.
- ☐ It will take youth a while to feel comfortable, so plan on having regular check points with them for the first while.