# Onboarding Checklist

This checklist includes tasks to consider covering during an employee's first 90 days. The suggested tasks may assist new starters to transition to working in your agency. You can tailor the checklist and add more tasks according to your agency’s requirements.

Preparing for a new employee

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|  | Tasks to complete before a new employee starts | Responsibility |
|  | Contact the employee via phone call, video call or face-to-face, and share your contact details with them in case they have questions | Manager/HR |
|  | Discuss any adjustments the employee may need for their workspace, workplace practice, accessibility or software | Manager/HR |
|  | Clarify flexible working arrangements such as what format the work will be undertaken in and on what basis | Manager |
|  | Organise any required equipment, software or uniforms to be ready for the employee | Manager/HR/ICT |
|  | Identify what projects or work your employee will be taking on in their first few weeks | Manager |
|  | Contact the employee to update them on the onboarding process and answer any questions | HR |
|  | Provide the new employee with information on workplace location, including the address, access, transport options and where they should report to on the first day | Manager |
|  | Arrange for someone from your team to volunteer as a buddy and introduce them to your new employee | Manager |

## The first week with a new employee

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|  | Tasks to complete during the new employee’s first week | Responsibility |
|  | Arrange for someone appropriate to meet the new employee when they arrive on their first day | Manager |
|  | Organise relevant induction sessions or training through HR, ICT or similar | Manager/HR/ICT |
|  | Introduce the employee to their buddy, their team and a senior leader | Manager |
|  | Provide a copy of the organisation chart and strategy | Manager |
|  | Hold manager conversations and discuss communication styles, meeting frequency, flexible work options and organisational culture and strategy | Manager |
|  | Tour the workplace, provide a map and confirm security access | HR |
|  | Welcome the new employee on internal communication channel/s | Manager |
|  | Discuss employee benefits, including learning and development opportunities, policies, employee resource groups and your employee assistance program | Manager/HR |
|  | Confirm with your employee that they’ve read and understood the NSW Public Sector values | Manager |

## The first 90 days with a new employee

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|  | Tasks to complete during new employee’s first 90 days | Responsibility |
|  | Confirm the employee understands any policies and procedures relevant to their role | Manager |
|  | Develop the employee’s Performance Development Plan (PDP) | Manager |
|  | Check in with the employee at the one month and 90-day mark to discuss their onboarding experience | Manager/HR |