Checklist
Onboarding

Before your first day at work

- ○ When should you arrive on your first day?
- ○ Where should you check in?
- ○ What is the induction process?
- ○ What documents do you need to bring with you?
- ○ What is the dress code?
- ○ Are there parking spaces provided or do you have access to public transport?
- ○ Do you know your supervisor's name?

On your first day at work

- ○ Introduce yourself to your colleagues.
- ○ Who are your direct contacts?
- ○ Is there a mentoring program?
- ○ What is the induction process?
- ○ Is there a communal break?

The first weeks

- ○ Make notes!
- ○ What is expected of you?
- ○ Which processes must be followed?
- ○ Are there any important regulations you have to observe?
- ○ What must you do in the event of illness and who should you inform?

HAYS