



TIP SHEET

Onboarding Checklist for the First 90 Days

These tips were informed by our case studies.

On Day 1

- Send welcome e-mail to staff announcing the new employee's arrival, function and location. Include the new employee's picture and information about their interests.
- Introduce employee to co-workers. Set up 1:1 meetings with the people your new employee will be working with regularly.
- Schedule attendance at orientation programs.
- Check in at the end of day one to see how they are faring, to answer their questions, and to provide initial feedback.

Within First Two Weeks

- Review departmental policies and procedures, including: probationary period, HR policies, and work hours, rules of the job, the attendance policy, personal phone-/computer-use policy, and other office practices.
- Introduce the employee to the role by:
 - Reviewing the job description, then setting aside time to provide training or job shadowing so expectations and processes are clear.
 - Providing interpersonal communication training to build know-how and confidence in interacting with co-workers (i.e. how to ask for help and feedback, how to deal with issues, and guidance on "what to do if...").
 - Offering an opportunity for youth to ask questions, learn more about team members, and understand the specifics of their role.
 - Discussing the supervisor's working style and expectations.
 - Establishing processes for performance monitoring, including weekly meetings to review goals and expectations, ask/answer questions, and provide/invite feedback.
- Introduce the employee to mentors:
 - Connect with mentors and outline the role they will play.
 - Encourage mentors to determine with youth how they will check in (e.g. text, phone, or in person) and how frequently (e.g. bi-weekly).



TIP SHEET: ONBOARDING CHECKLIST

During First Three Months on the Job

- Set up weekly meetings between the supervisor and youth to:
 - Review expectations and provide positive feedback while identifying areas that are not meeting expectations; give positive examples of how it could be done better next time.
 - Define what to focus on for performance improvement this week.
 - Define one or two behaviours/outcomes the managers will be expecting from them in the next week.
 - Invite youth to ask any clarifying questions, identify any challenges, and/or express what they need to finish the week successfully.

- Provide monthly coaching to the employee regarding his/her job performance, including a formal performance evaluation in the third month. Some things to consider:
 - The coaching should not only provide feedback to the employee, but also help the employee to understand what specific actions they can take to improve performance.
 - Make it clear that feedback goes both ways; invite the employee to speak up about any concerns.

After Three Months on the Job

- Prepare a formal employee evaluation—consider their long-term career ambitions and the opportunities that will help them reach their goals.

- Celebrate the completion of the probationary period!