

New Hire Onboarding Checklist

Pre-Arrival Checklist

- Following your agency's process, arrange for the new hire's space and request computer, phone, email and network access
- Contact the new hire to welcome him/her and discuss logistics for their first day
- Prepare a welcome packet to include job description, schedule for their first week and telephone/contact directory
- Select an Ambassador and review the ways in which an Ambassador can be helpful to the new hire
- Schedule time on your calendar to communicate with the new hire ☑ Inform security of new hire arrival, if applicable
- Identify training needs and arrange system trainings, if applicable

On their first day, greet and welcome the new hire. If you are not available, be sure to make arrangements for someone else to meet and welcome them.

Day 1 Checklist

- Meet and welcome the new hire
- Introduce the new hire to the team and to the assigned Ambassador
- Provide a tour of the building or work area
- Send email announcing the new hire
- Schedule to have a badge ID and/or access card created for the new hire

Week 1 Checklist

- Review schedule and work duties to set expectations
- Explain the annual performance review and goal-setting process
- Describe how new hire's role aligns with the department mission and goals
- Ensure attendance at any scheduled orientations and meetings
- Review Department specific policies and procedures
- Confirm that the new hire received the Commonwealth policies via MassCareers

1 Month Checklist

- Schedule and conduct regularly occurring supervision meetings/communications
- Begin the performance evaluation process within the established guidelines (MassPerform or EPRS)
- Have employee "shadow" you at meetings, as appropriate
- Have a check-in with the employee and Ambassador
- If your new hire is a Bargaining Unit employee, be mindful of the probationary period as determined by the Collective Bargaining Agreement


3 Months Checklist

- For Bargaining Unit employees, conduct an informal evaluation by the mid-point of their probationary period (if initial performance is below expectations, the supervisor should follow up with their manager or Human Resources)
- If your new hire is a Bargaining Unit employee, be mindful of the probationary period as determined by the Collective Bargaining Agreement
- Continue to identify relevant and challenging assignments/projects
- Ensure compliance with the mandatory trainings within the required timeframes; for questions, contact your Agency Training Director/Coordinator

6 Months Checklist

- Continue to review the employee's performance in alignment with the review cycle
- Review progress on performance goals and professional development goals
- Provide information about continued professional development opportunities

1 Year Checklist

- Continue to review the employee's performance in alignment with the review cycle
- Celebrate successes and recognition of employee's contributions 
- Discuss progress and work performance
- Outline goals for the next year

Ongoing Checklist

- Provide regular informal feedback
- Conduct open and informal conversations with employee about his/her experience in the new role
- Provide information about continued professional development opportunities

Your commitment to ensuring a person is productive from day one and successful in his/her new role going forward is greatly appreciated.