Successful Onboarding checklist

Collaborator’s arrival date:

| Collaborator’s name |  | Manager’s name |
| --- | --- | --- |
| Job position: |  | Job position: |

# Why refine your onboarding process?

| You only have one chance to make a good impression. A warm welcome has positive repercussions on your entire IT service company! Even better, it helps convey a positive image of your employer brand. Your new collaborator will be more motivated and will quickly integrate. They might even recommend your company and refer their network to you. |
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# Pre-integration



| **Announce their arrival internally** | | |  |
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| Notify teams of the new collaborator's arrival. Talking to your teams beforehand will help inform everyone at the same time, prevent any unpleasant surprises, and involve the teams in the integration process. | | |  |



| **Prepare all necessary equipment** | |  |
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| Prepare the computer workstation, configure the various accounts, grant access, and set up the workspace, whether it is on-site or remote. | |  |



| **Collect employment-related documents** | |  |
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| Employment contracts must be provided in writing to the employees concerned and signed by them. You must also make available to them the applicable collective bargaining agreement in the company as well as a notice presenting the supplementary health insurance guarantees (complementary illness coverage) in place in your company. | |  |



| **Plan a welcome booklet** | |  |
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| It ensures that new employees have comprehensive and consistent information. Prioritize clear and concise information presented in the form of specific points to avoid overwhelming the employee. Cover the main internal procedures, roles and responsibilities of each person, as well as the company's values and culture, history, and key dates... | |  |



| **Send a welcome email** | |  |
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| Your new recruit is likely to be stressed on their first day. Welcome them and provide information about how their first day will go: access codes, schedule, start and end times, lunch arrangements... | |  |



| **Assign a mentor/buddy** | | |  |
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| The role of the mentor is to guide their protégé through various aspects of the company culture and to steer them towards the right individuals when needed. | | |  |

# D-DAY



| **Provide a warm welcome** | | |  |
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| Welcome the new team member and emphasize your willingness to help them integrate well into the company. Set aside at least a full morning with them. | | |  |



| **Give them an overview** | | |  |
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| Introduce the workplace so they can familiarize themselves with their new environment. It's also an opportunity to explain the company's way of working (schedules, weekly meetings, organizational structure, etc.) as well as the company culture and your routines. | | |  |



| **Introduce the teams** | | |  |
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| Arrange a quick introduction (name, seniority, role in the company) between the group members and the newcomer. Emphasize how the team functions, work methods, and communication practices to provide your new recruit with all the necessary insights for a swift integration. | | |  |



| **Go through the rules and contracts together** | |  |
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| Parcourez le règlement de travail et le contrat de travail du nouveau venu. Exemple : durée du travail, conditions de travail, numéros de téléphone utiles, procédure à suivre en cas de maladie, méthode pour demander congé, consignes de sécurité… | |  |



| **Planifiez les premières tâches et rendez-vous** | | |  |
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| Go over the work regulations and the employment contract of the new arrival. For example: working hours, working conditions, useful phone numbers, procedures in case of illness, how to request leave, safety instructions... | | |  |





| **Schedule a first meeting at the end of the day** | |  |
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| At the end of the day, give them the opportunity to ask their first questions and/or to express any concerns. Avoid keeping them too late, as they have a lot of information to digest during the first few days. | |  |



| **Think about the little extras** | | |  |
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| * Offer a welcome package in the company's colors: a pen, notebook, water bottle... * Invite all the teams to a welcome lunch; an informal moment to get to know each other. * Plan an icebreaker activity. | | |  |

# 🤝 THE FIRST FEW WEEKS

| **Organize a feedback meeting** | |  |
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| Schedule a first meeting at the end of the first week to address first questions and ensure a smooth integration process. | |  |



| **Plan a guidance program** | |  |
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| Arrange a rotation through various workstations within different teams. It provides an overall view of the company's operations and structure, helps in understanding relationships with others, and prepares for future collaborations. | |  |



| **Present the organizational chart and the photo directory.** | |  |
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| A document that helps understand the organization of the company and visualize the role of each identified employee (name, sometimes accompanied by a photo) within the company. | |  |



| **Schedule a weekly meeting with their manager** | |  |
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| This will allow you to understand their mindset and aspirations. Are their first weeks going well? Do they have all the necessary tools? Are they getting along with their colleagues? Are they satisfied with their work environment? Do they understand their tasks and goals? | |  |

