

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.



Pre-integration

Announce their arrival internally	<input checked="" type="checkbox"/>
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.	<input type="checkbox"/>

Prepare all necessary equipment	<input checked="" type="checkbox"/>
Prepare the computer workstation, configure the various accounts, grant access, and set up the workspace, whether it is on-site or remote.	<input type="checkbox"/>

Collect employment-related documents	<input checked="" type="checkbox"/>
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.	<input type="checkbox"/>

Plan a welcome booklet	<input checked="" type="checkbox"/>
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...	<input type="checkbox"/>

Send a welcome email	<input checked="" type="checkbox"/>
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...	<input type="checkbox"/>

Assign a mentor/buddy	<input checked="" type="checkbox"/>
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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



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



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



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



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...	<input type="checkbox"/>
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Planifiez les premières tâches et rendez-vous	<input checked="" type="checkbox"/>
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...	<input type="checkbox"/>

Schedule a first meeting at the end of the day	<input checked="" type="checkbox"/>
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.	<input type="checkbox"/>

Think about the little extras	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> - 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. 	<input type="checkbox"/>

THE FIRST FEW WEEKS

Organize a feedback meeting	<input checked="" type="checkbox"/>
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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.	<input type="checkbox"/>
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Plan a guidance program	<input checked="" type="checkbox"/>
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.	<input type="checkbox"/>

Present the organizational chart and the photo directory.	<input checked="" type="checkbox"/>
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.	<input type="checkbox"/>

Schedule a weekly meeting with their manager	<input checked="" type="checkbox"/>
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?	<input type="checkbox"/>