

NEW HIRE ONBOARDING MANAGER CHECKLIST

Your Guide To Onboarding New Team Members At the organization!

Presented By:

Human Resources

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INTERNSHIP PROGRAM



PURPOSE OF THIS CHECKLIST

This checklist is designed to support managers through each stage of the new hire onboarding process, from pre-arrival preparation to the Team Members's first weeks on the job. It ensures a consistent, engaging, and well-organized experience that helps new team members feel welcomed, informed, and set up for success. By following this checklist, managers can confidently navigate onboarding responsibilities, foster early connections, and align new hires with departmental goals and organizational culture.

CHECKLIST CONTENTS

This toolkit includes an overview of the internship program structure and timeline, outlines manager responsibilities, provides guidance on mentorship and intern development, offers tools for evaluation and feedback, shares best practices for interviewing, and includes helpful resources and support contacts to ensure a smooth and successful internship experience.

Onboarding Overview

- Connecting Early
- Preparing Access
- Setting Up Workspace
- Planning The First Week
- Supporting Integration
- HR Responsibilities

Manager Responsibilities

- Pre Arrival
- Day 1 and Day Two
- Week One
- First 30-90 Days
- 90 Days and Beyond

Onboarding Timeline

- Onboarding Process
- Prestart (Week Before)
- Day One
- Week One
- First 30-90 Days

Resources

- Support Contacts
- Manager Checklist
- Welcome Email Examples

ONBOARDING OVERVIEW

HR Responsibilities in Pre - Onboarding

HR will initiate key onboarding tasks prior to your new hire's arrival at the organization, including:

- Ordering laptops and new hire welcome kits
- Requesting building badge access (*manager follow up is required*)
- Adding new team members to HR-led orientation sessions
- Verifying I-9 documentation

HR will also collaborate with the Enterprise Technology (ET) team to ensure your new hire receives timely support for any technical setup or troubleshooting needs.

Day One Orientation

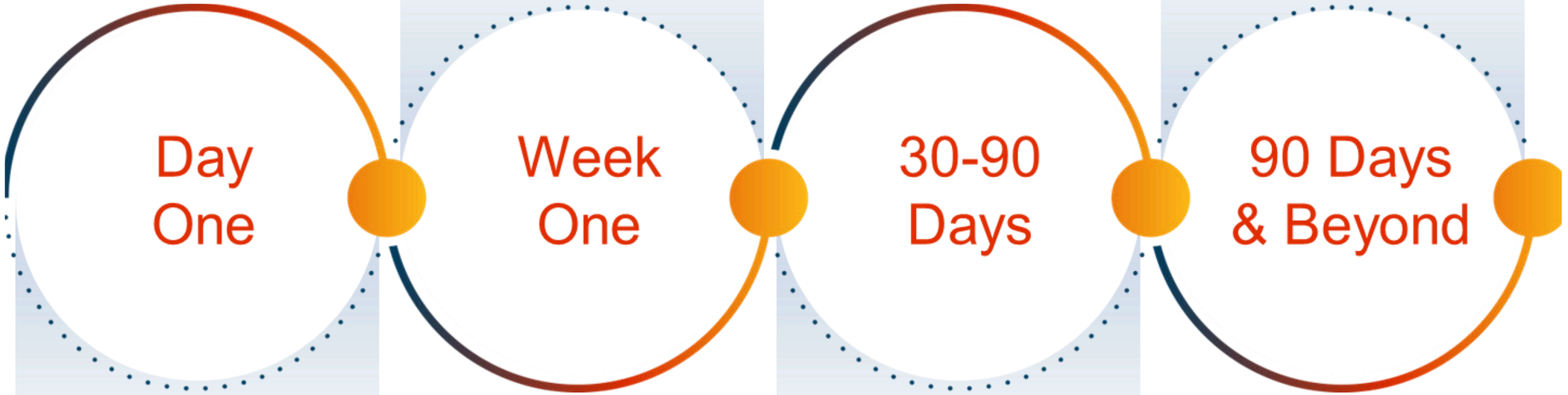
Your new Team Member will attend new hire orientation and learn about the organization, their role and connect with new colleagues during their first day at the organization.

Day Two Orientation

Your new Team Member will attend new hire benefits orientation and learn about our departments, how to set up and access their benefits and pay.



The New Hire Journey



During your New Hire's first day at the organization, they'll connect with colleagues, the organization, and learn more about their role

Your new hire will continue building relationships while gaining access to the systems, resources, and information needed to establish a strong foundation at the organization

Your New Hire will meet with key cross-functional colleagues to grow their internal network and gain deeper insight into their role

Your New Hire ire will build lasting habits and relationships that boost confidence, deepen understanding, and enhance impact throughout their journey at the organization

Onboarding Timeline

HR Responsibilities

One Week Prior

- Send welcome email with Day 1 details
- Schedule Day 1 & Day 2 orientation sessions
- Coordinate benefits session
- Notify ET of new hire start date

Day One

- Host Day 1 Orientation
- Ensure completion of required paperwork

Day Two

- Host Day 2 Orientation
- Facilitate Benefits Overview session

Week One

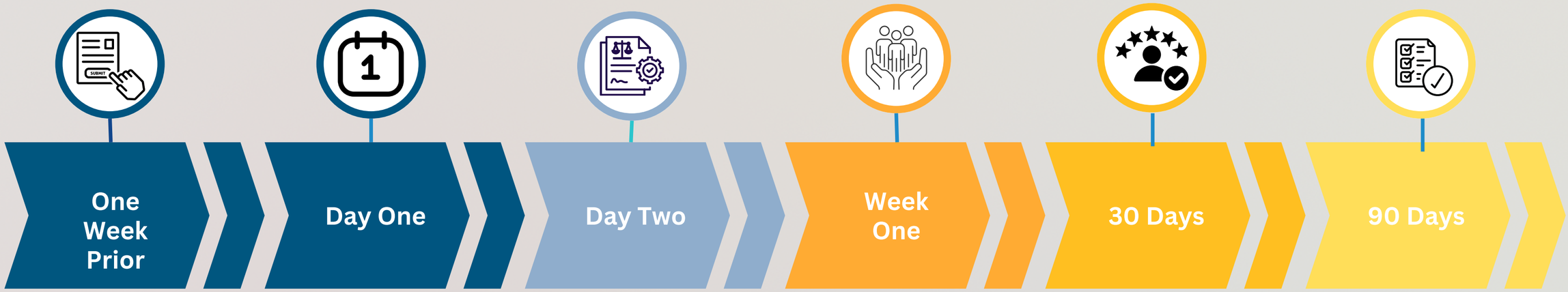
- Check in for any onboarding issues
- Provide access to HR resources

30 Days

- Send onboarding feedback survey
- Confirm benefits enrollment completion

90 Days

- Final onboarding check-in
- Confirm completion of all required training



MANAGER RESPONSIBILITIES

Coordnate with HR & Enterprise Technology

Partner with HR and Enterprise Technology to confirm all systems access, equipment, and support are in place before the new hire's first day

Customize the Experience

Adapt onboarding activities to align with the new hire's role, team structure, and learning preferences for a more personalized and effective experience

Set Clear Expectations

Communicate job responsibilities, performance goals, and team norms early to establish clarity and direction

Encourage Early Enagement

Foster a sense of belonging by inviting new hires to team meetings, events, and informal check-ins during their first weeks



MANAGER RESPONSIBILITIES: KEY FOCUS AREAS

Ensure Your New Hire Attends Required Sessions

- Confirm attendance at:
  - Day 1 Orientation
  - Day 2 Benefits Orientation
- Schedule any additional onboarding or team meetings beyond HR's sessions to support role integration

Follow Up With ET

- Verify that your new hire has received:
  - A laptop and necessary accessories
  - Badge and key card access
  - System and software access
- Ensure their workspace is fully set up and ready on Day 1

Check - In With Your New Hire

- Have an expectations conversation in Week 1
- Review their 30-60-90 day plan, covering:
- Goals
- Performance expectations
- Team alignment

Provide Ongoing Support

- Hold regular 1:1s for guidance and feedback
- Ensure they:
  - Feel welcomed
  - Have needed tools and resources
  - Meet key team members



Onboarding Timeline

Manager Responsibilities

One Week Prior

- Confirm workspace setup
- Follow up with ET on laptop, badge, and system access
- Schedule team introductions and onboarding meetings
- Review and customize 30-60-90 day plan

Day One

- Welcome new hire
- Conduct expectations conversation
- Introduce to team
- Confirm access to tools and systems

Day Two

- Begin role-specific onboarding
- Schedule regular 1:1s
- Encourage participation in team meetings

Week One

- Review 30-60-90 day plan
- Reinforce team norms and performance expectations
- Continue introductions and engagement

30 Days

- Conduct 30-day check-in
- Review progress on onboarding goals
- Address any challenges or support needs

90 Days

- Conduct 90-day review
- Finalize performance goals
- Discuss development opportunities

ONBOARDING PROCESS

THIS PROCESS BEGINS ONCE A CANDIDATE IS SELECTED AND ENSURES ALL COMPLIANCE AND DOCUMENTATION STEPS ARE COMPLETED BEFORE DAY 1.

STEP 1: JOB POSTING & CANDIDATE SELECTION
THE RECRUITING MANAGER POSTS THE OPPORTUNITY TO ADP.
THE HIRING MANAGER REVIEWS APPLICATIONS AND SELECTS A CANDIDATE.
BEFORE CONFIRMING THE SELECTION, THE HIRING MANAGER MUST NOTIFY THE RECRUITING MANAGER.

STEP 2: INITIATE ONBOARDING
THE RECRUITING MANAGER BEGINS THE ONBOARDING PROCESS, WHICH INCLUDES:
BACKGROUND CHECK INITIATION
EMPLOYEE AGREEMENT & NDA SENT FOR SIGNATURE

STEP 3: I-9 VERIFICATION
AFTER THE BACKGROUND CHECK IS CLEARED AND AGREEMENTS ARE SIGNED:
THE NEW HIRE COMPLETES I-9 VERIFICATION TO CONFIRM WORK ELIGIBILITY.

STEP 4: NEW HIRE START
ONCE ALL ONBOARDING STEPS ARE COMPLETED AND VERIFIED:
THE NEW HIRE IS CLEARED TO BEGIN WORKING ON THEIR FIRST DAY



SUPPORT CONTACTS

If you have questions or need assistance at any point during the Onboarding Process, please reach out to the appropriate contact below:

Human Resources

General Program Support

hrteam@yourorg.org

For questions about program structure, timelines, forms, and overall guidance.

Recruitment & Hiring Process

Recruiting & Talent Acquisition

Support with job descriptions, interview coordination, candidate selection and I9 verification.

ET & System Access

Enterprise Technology

servicedesk@yourorg.org

Help with laptops, email setup, system access, and technical troubleshooting.

Team Member Performance or Conflict Resolution

HR Business Partner

For support with performance concerns, evaluations, or workplace issues.

