Essential New Hire Checklist Steps:

1. Submit a [job requisition form](https://www.betterteam.com/job-requisition) to HR.

Make the hire official with your HR department before proceeding any further.

2. Complete a [background check](https://www.betterteam.com/employee-background-checks).

This is essential for many positions to ensure the safety and security of clients and colleagues.

3. Review schedule and job basics.

This is a chance to contact the employee and clarify the first week's schedule, provide a [timesheet](https://www.betterteam.com/timesheet-template) if necessary, and supply basic info, like parking rules and dress code.

4. Review [job descriptions](https://www.betterteam.com/job-descriptions) and duties.

Email the employee a copy of the job description, answer any questions, provide an overview of the functional area, and describe how the employee fits into the department. You can make this part of your [new employee welcome letter](https://www.betterteam.com/new-employee-welcome-letter).

5. Complete all [new hire forms](https://www.betterteam.com/new-hire-forms).

Doing this before their first day will save both of you time, and let you focus on more important things when they come into the workplace.

6. Prepare team introductions.

Help integrate new employees into your [organizational culture](https://www.betterteam.com/organizational-culture). Email their team to introduce the new hire, set up necessary meetings with key staff members, setup a workplace tour, and arrange social lunches or coffee dates.

7. Prepare their work environment.

This includes cleaning their new space, getting business cards, access badges, and IT equipment such as computers, phones, etc.

8. Prepare for [new hire training](https://www.betterteam.com/training-new-employees).

Schedule any training and arrange for trainers, equipment, and space as necessary.

New Hire Checklists for Employers for the First Year:

Day one:

1. Conduct a general [job orientation](https://www.betterteam.com/job-orientation), with tour and introductions.
2. Review first week's schedule and work hours.
3. Review professional ethics and [code of conduct](https://www.betterteam.com/code-of-ethics-and-professional-conduct).
4. Review all policies, such as safety and security policies.
5. Explain the compensation and benefits.
6. Provide [employee handbook](https://www.betterteam.com/employee-handbook) and answer any questions.
7. Review position information.
8. Help set them up with computers or other equipment.

Week One:

1. Give employee any initial assignments.
2. Touch base each day to ensure they are settling in.
3. Review [employee performance evaluations](https://www.betterteam.com/employee-evaluation-form) and set goals.
4. Review the employee's probationary period.
5. Check that equipment assigned to the employee is functioning and answer related questions.
6. Ensure employee has met with key colleagues.
7. Invite employee to connect with any company social media accounts.

Month One:

1. Continue to provide regular feedback.
2. Ask for feedback from the employee.
3. Review past assignments.
4. Review upcoming assignments.
5. Ensure employee is on schedule with training.
6. Check that [employee payroll](https://www.thesmbguide.com/free-payroll-software) is running smoothly.
7. Schedule regular meetings to keep [employee engaged](https://www.betterteam.com/employee-engagement).

After Three Months:

1. Schedule an informal performance review.
2. Review past and future assignments.
3. Set performance goals.
4. Give and ask for feedback.
5. Check employee progress on training.
6. Discuss end of probationary period.

After 6 Months:

1. Conduct six-month performance review.
2. Review employee goals and progress so far.
3. Set goals and objectives for the next 6 months.
4. Check that employee has received all necessary training.

After 1 Year:

1. Conduct a yearly performance review.
2. Recognize their first year at the company.
3. Discuss goals, projects and plans for the upcoming year.
4. Answer any questions and give/receive feedback.
5. Discuss compensation and raise policies.