

Employee Name:  
 Position:  
 Department:  
 Manager:  
 Date of Hire:  
 Position:

# NCIA'S EMPLOYEE ONBOARDING CHECKLIST FOR MANAGERS



Process	Details	Responsible Person	Date Completed
<b>Welcome New Employee</b>	<input type="checkbox"/> Introduction to work group <input type="checkbox"/> Tour departments and important areas of office		
<b>Introduction to the Organization</b>	<input type="checkbox"/> History <input type="checkbox"/> Product(s)/Service(s) <input type="checkbox"/> Resources for company information		
<b>Introduction to the Department</b>	<input type="checkbox"/> Purpose <input type="checkbox"/> Relation to other departments <input type="checkbox"/> Organization of department <input type="checkbox"/> Procedures for time off, overtime, etc.		
<b>Introduction to the Job</b>	<input type="checkbox"/> Work space <input type="checkbox"/> Work hours, breaks, mealtimes and other rules <input type="checkbox"/> Equipment <input type="checkbox"/> Job description – duties, responsibilities, purpose <input type="checkbox"/> Handling confidential information <input type="checkbox"/> Performance expectations/goals <input type="checkbox"/> Performance management cycle <input type="checkbox"/> Safety/Emergency procedures <input type="checkbox"/> Injury prevention and reporting		

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Process	Details	Responsible Person	Date Completed
<b>Integration/ On-Hire Checklist</b>	<input type="checkbox"/> On-Boarding Plan introducing worker to all people on team and other departments they will interact with in the organization		
<b>Training</b>	<input type="checkbox"/> Computer system and login information <input type="checkbox"/> Email <input type="checkbox"/> Software <input type="checkbox"/> Phone system & voicemail <input type="checkbox"/> Training opportunities <input type="checkbox"/> Coach/Mentor/Buddy Introduced to: _____ _____		
<b>General</b>	<input type="checkbox"/> Employment Paperwork <input type="checkbox"/> Timesheet/timecard, if applicable <input type="checkbox"/> Parking <input type="checkbox"/> ID Card <input type="checkbox"/> Credit Card <input type="checkbox"/> Area resources for errands, lunch		