

## Organization Onboarding Checklist

**Dear Hiring Manager, congratulations on growing your team. Please make use of this checklist as a guide to onboarding your New Hire.**

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- Informed HR of New Hire's offer accept and estimated start date.
- Received and completed provisioning form.
- Identified and assigned a buddy/coach.
- Designed New Hire department specific Onboarding experience.
- Designed New Hire department specific learning experience.
- Checked in with pre-hire to see if they have questions regarding their start date.

### Start Date and Beyond

- Introduced New Hire to Team and Buddy.
- My New Hire has all the required tools, access, and resources.

### Career Conversation

- Shared role expectations and performance measures.
- Reviewed department social contract.
- Scheduled monthly 1 on 1 meetings with New Hire
- The role your department plays in YWCA NENY