

# CHECKLIST ONBOARDING



## BEFORE YOUR FIRST DAY AT WORK

- a. When should you arrive on your first day?
- b. Where should you check in?
- c. What is the induction process?
- d. What documents do you need to bring with you?
- e. What is the dress code?
- f. Do you know your supervisor's name?
- g. Are there parking spaces provided or do you have access to public transport?



## ON YOUR FIRST DAY AT WORK

- a. Introduce yourself to your colleagues.
- b. Is there a communal break?
- c. Who are your direct contacts?
- d. Is there a mentoring programme?



## IN THE FIRST WEEKS

- a. Make notes!
- b. Which processes must you follow?
- c. Are there any important regulations you have to observe?
- d. What must you do in the event of illness and who should you inform?
- e. What is expected of you?