

ONBOARDING 101

A SIMPLE CHECKLIST FOR REDLANDS EMPLOYERS



Set your new team member up for success from day one.

1

BEFORE THEY START

- ✓ Prepare their workspace (tools, logins, uniform, etc.).
- ✓ Send a welcome email with start time, dress code & key contact.
- ✓ Share basic policies (e.g. safety, communication, hours).
- ✓ Let your team know someone new is joining.
- ✓ Assign a buddy or point of contact for the first week.

2

DAY ONE

- ✓ Greet them personally — make time, not just tasks.
- ✓ Introduce them to the team (even if it's small).
- ✓ Tour the workspace. Explain where things are & how to use them.
- ✓ Walk through their role and expectations clearly.
- ✓ Cover key policies (breaks, reporting, safety, etc.)

TIP: A 15-minute welcome chat can calm nerves and build trust instantly.

3

WEEK ONE

- ✓ Check in daily. Quick chats go a long way.
- ✓ Review any training needs or questions.
- ✓ Clarify how to give/receive feedback.
- ✓ Reinforce what "great work" looks like in your business.
- ✓ Encourage questions and offer support.

4

BY END OF FIRST MONTH

- ✓ Do a 1:1 check-in (What's working? What's confusing?).
- ✓ Ask for their feedback on the onboarding process.
- ✓ Set goals for the first 3 months (training and development plan).
- ✓ Celebrate early wins (no matter how small).
- ✓ Talk about their future, even briefly.



Early feedback = early course correction. Don't wait for problems to surface.

REMEMBER

Onboarding isn't a one-day task, it's a first impression that shapes loyalty, culture and performance.



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