

ONBOARDING MATERIALS CHECKLIST

When it comes to hiring a new employee, a comprehensive onboarding kit can be essential. Not only to help them settle into their new role better, but to make them feel like a valued part of the team and, ultimately, set them up for success. Here are five onboarding essentials you should definitely have in stock.



○ MANDATORY PAPERWORK

Employee contract, personal information, company policies, tax and super forms – it's not exciting, but these are formalities you should get out of the way first

○ WELCOME LETTER

Nothing says, 'welcome to the team' more than a personal letter from your new boss. This is a great opportunity to reflect on what it means to be a member of your team.

○ TEAM INTRODUCTIONS

Ask other employees to write a short blurb about themselves and print it on a page next to their photo. This can help new hires feel more comfortable when first meeting their colleagues – and not to mention help them remember who is who.

○ EMPLOYEE HANDBOOK

This should include everything from your code of conduct, hygiene best practices to the company dress code, office hours and how to apply for annual or sick leave.

○ BRANDED ITEMS

Adding something personal to your onboarding kit, such as branded goodies (think notebooks, pens, a water bottle or reusable coffee cup) can help also help make them feel instantly included.

TIP: Use colours, fonts and design techniques that match your brand throughout these materials.