

Stage 1: Pre-boarding

I ensured that any accommodation requirements were in place and relevant parties, such as the direct supervisor, manager, and possibly teammates, were aware. It's important to maintain confidentiality and dignity, so only those who need to know should be told.

*Examples of accommodations include (but are not limited to) assistive technology that is required to complete daily tasks, a stand-up desk, a larger space for a wheelchair to maneuver, a quiet area to work, a well-lit workspace or dimmed lighting, a flexible schedule, or more frequent and shorter breaks.

I ensured that essential items were ready for their first day: nametag, email address, computer/laptop, phone, workstation, safety equipment, etc.

I sent the new employee a **welcome email** that lets them know what time to start their day, where to be (if the person is not working remotely), whom to ask for, how to access transit or parking, and what to wear for their workday.

*This can set a warm and welcoming tone and help to ease first-day nerves and anxiety.

I put together a welcome package with the orientation plan for their first week and included branded items, a list of employee resource groups or company social clubs, local lunch and coffee spots, dress code and if there are exceptions (like casual Fridays), and an organizational chart to help keep track of all the names they will hear around the workplace.

I sent this to the new employee so they have it before their first day, if possible.

I ensured the team and the employee's new manager were ready for them and had a plan for their first week.

I assigned a "buddy" so that the new employee has someone to show them around the workplace and answer questions.

Step Three: Inclusive Onboarding Checklist

<p>I planned a team lunch or team coffee break on the first day. I asked the new employee in advance if they had any dietary restrictions or allergies. If the person has a physical disability, I ensured that the lunch or coffee location is accessible.</p>	<input type="checkbox"/>
<p>I considered the new hire's pronouns during the onboarding process. I ensured any onboarding forms have pronoun options, as well as a field for a preferred (vs. legal) name. When introducing the new team member, I used their correct pronouns and preferred name.</p>	<input type="checkbox"/>
<p>I planned for a balance between interaction (showing the new employee how to do something; introducing them to their coworkers) and quiet time (reading training manuals or policies) during the first day and week.</p>	<input type="checkbox"/>