

Stage 3: First Week

I explained inclusion, diversity, equity goals, commitments, and policies.	<input type="checkbox"/>
I explained the Code of Conduct and ensured that the new employee understood the required behaviours (what is acceptable and what is not acceptable). Then, I signed the document and filed it in my employee's employment file.	<input type="checkbox"/>
I reviewed our organization's sick time policy and process together. I ensured that the new employees understood whom to advise and how to contact them if they needed to take a day off due to illness.	<input type="checkbox"/>
I explained our organization's mission, vision, values, and goals. If our organization has a strategic plan, I discussed it and how our team's work contributes to its overall success.	<input type="checkbox"/>
I explained inside industry or organization-specific terms such as abbreviations, acronyms, and jargon.	<input type="checkbox"/>
If I have a large team or organization, I considered creating a longer onboarding program where new hires learn about each department and meet key leaders in the organization. This can happen within the first week or over the course of the first 90 days.	<input type="checkbox"/>
I asked for the new employee's feedback at the end of the first week. I asked what went well and what areas the employee was curious to learn more about.	<input type="checkbox"/>