

Sourced Onboarding Checklist

Before an Employee Starts



- Clarify the employee's role, duties and expectations
- Set up their workstation and access permissions
- Get the new starter familiar with the company and team

First Week



- Introduce them to a buddy/mentor
- Give them an initial assignment
- Meet at end of first week to discuss progress

First 90 Days



- Put together a Personal Development Plan
- Continue to check progress and milestones over time
- Have a final meeting at the end of the 90 days to evaluate their performance