

# New Hire Onboarding Checklist



Onboarding new hires is key to training and retaining new hires for your agribusiness. Use this checklist to set yourself up for successful onboarding.

## Legalities, First.

*Make sure onboarding includes...*

- Documentation, including legal right to work, I-9s, etc.
- Go over the employee handbook and agreement, and have employees sign acknowledgement
- Provide immediate safety training, so employees don't get injured
- Ensure the employee is aware of compliance with employment regulations
- Provide realistic and accessible support

## Clear and Consistent Training

*Make sure it includes...*

- Everything the employee needs to know to set them up for success
- Training from an expert
- A plan for effective feedback and follow up
- Evaluation of the training program by employees

## Breakdown of Expectations and Responsibilities

*Onboarding should set employees up for success. Make sure onboarding information includes...*

- The employee's primary role and functions of the role.
- Required skill set and experience with tools or technology
- Expected involvement with customers and/or company leadership
- Safety expectations employees are required to adhere to
- Goals the employee will be expected to meet at certain points following employment
- The employee's contribution to both short term and long-term company goals
- The employee's contribution to community or society

## Company Culture

*Make employees feel a part of the team by including...*

- The organization's culture and mission
- A planned and interesting welcome from management/owner
- A friendly introduction to management and coworkers
- Other planned socialization activities to build strong relationships
- Consider the assignment of a team mentor or a peer buddy.

## Description of Employee Benefits

*Make sure it includes...*

- Benefits packages
- Employee incentives
- Perks of the job
- Work-life balance