New Hire
First Day Checklist

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A great first day is crucial for retention, satisfaction, and productivity. Many new employees, however, report that their onboarding experience lacks clear direction and sufficient training. Use this first day checklist to cut through the confusion and ensure every new worker has a positive start, setting the stage for a successful tenure with your company.

Prepare

Staffing Partner Responsibilities:

Provide company-specific information
Detailed job description
Facility tours or detailed maps (highlighting parking and entry points)
Overview of the first-day agenda and expectations
Required paperwork and orientation schedule
Dress code and PPE requirements

Company Responsibilities:

Confirm start dates and final schedules with the staffing provider
Assign a mentor or job buddy
Design a progressive training schedule

Energize

Reiterate excitement for the candidate's start
Summarize first-day expectations with candidate and your staffing partner
Provide clear communication channels for any last-minute questions

Send

First Day Arrival Checklist:

Warm welcome and friendly smile upon arrival
Guided facility tour showing key areas like time clock, restrooms, and break rooms
Introduction to co-workers and mentor
Integration activities with the team
Explanation of the first-day and first-week processes
Frequent check-ins throughout the day

End of Day:

Ensure temporary personnel feel prepared and valued
Gather feedback to enhance the onboarding process

At the end of the day (quite literally), your goal is to send them home ready to return tomorrow and with only one worry:

how do I look in these safety glasses?

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