

New Hire First Day Checklist

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?

