

CHECKLISTE ONBOARDING

BEFORE YOUR FIRST DAY AT WORK

- When should you arrive on your first day?
- Where should you check in?
- What is the induction process?
- What documents do you need to bring with you?
- What is the dress code?
- Are there parking spaces provided or do you have access to public transport?
- ☐ Do you know your supervisor's name?

ON YOUR FIRST DAY AT WORK

- Introduce yourself to your colleagues.
- Who are your direct contacts?
- Is there a mentoring program?
- What is the induction process?
- Is there a communal break?

THE FIRST WEEKS

- Make notes!
- What is expected of you?
- Which processes must be followed?
- Are there any important regulations you have to observe?
- What must you do in the event of illness and who should you inform?