



Checklist new hires - for managers

Below you will find a checklist for the start of a new employee. As a manager you are responsible for the execution of the actions on this checklist.

Through a good induction you give the new employee the feeling that he/she is welcome. It makes him/her feel engaged with the organization and it increases the motivation. This reduces the chance that the employee leaves early. Someone who is well-trained will be fully employable sooner and will perform better. In short, attention for the induction process benefits the motivation and productivity of the employee. A thorough induction pays itself back quickly.

Before start

	Done?
Complete On Board form (received from Henriette) and return to Henriette.	
Set up onboard program (e.g. plan introductory meetings, who explains what, etc.).	
Inform colleagues of the department & stakeholders about the new colleague & start date.	
Set up the work place, if necessary with support of the technical department (desk, etc.).	
Call the new employee to discuss the first work day (start time, program).	

First day

	Done?
Introduction to direct colleagues.	
Discuss onboard program.	
Guided tour (cantine, toilets, coffee machine, printer, etc.).	
If applicable: pick up laptop and mobile phone at IT, tag/keys from contact person as mentioned on On Board form.	
Walk safety round: - Emergency exits, fire extinguishers, alarm / collection point and first aid box; - Department specific safety and access instructions. Explanation of Emergency Response team (BHV) and prevention officer, code of conduct, whistleblower policy, confidential adviser and internal 'vertrouwenspersoon'.	
Read and discuss work instructions (see O:\CORPORATE\HR_Public\NL\Werkinstructies).	

First week

	Done?
Introduction round in the organisation.	
Explanation about computer, phone, e-mail and phone list.	
Explain working hours & overtime, requesting holidays, submitting declarations, performance review & mid year review and travel policy. You can find all HR procedures and documents on our HR page on our intranet!	
If applicable: introduction at customers, other departments and external contacts.	
Start working in the new job. What are the tasks and responsibilities (use the job description).	

After the first week

	Done?
Evaluate how the new employee is doing: weekly until the probation period is over, after that on a monthly basis.	
If needed/desired: visit other Dümme Orange locations.	
Check knowledge about prevention officer and emergency response employee when the probationary period comes to an end.	