

ONBOARDING CHEAT SHEET

BEFORE DAY 1

- Equipment, access and logins ready.
- Clear start time and first-day plan.
- 4-week induction plan
- Regular communication
- Who their "go-to" person is

WEEK 1 STRUCTURE

- Role clarity. No assumptions.
- What "good" looks like.
- Introductions with purpose, not box ticking.
- Early feedback loop.

BE SURE TO
CHECK IN AT THE
END OF 1ST WEEK

FIRST 30 DAYS

- Understand core responsibilities without supervision.
- Complete all mandatory training.
- Build working relationships with key people.
- Successfully complete 1-2 low-risk tasks independently.

FIRST 60 DAYS

- Handle core duties at expected pace.
- Start identifying issues or improvements and strengths (remember to praise)
- Require less day-to-day guidance.
- Contribute ideas in team discussions.

WHY IT MATTERS: PEOPLE STAY
WHEN PROGRESS IS VISIBLE.

FIRST 90 DAYS

- Fully competent in the role.
- Deliver consistent output.
- Take ownership of tasks or areas.
- Clear understanding of longer-term expectations.

MANAGER'S NEED TO GIVE

- **Clear priorities:** What matters now vs later.
- **Context:** Why things are done this way.
- **Availability:** Short, regular check-ins.
- **Feedback:** Early. Specific. Balanced.
- **Psychological safety:** Permission to ask anything.

WHY RETENTION ISN'T WORKING

- No clear plan beyond day one.
- Assuming prior experience = no training needed.
- Introducing everyone, but explaining nothing.
- Feedback only at probation review.
- Managers being "too busy" early on.

IF YOU'VE HIRED ALREADY, WE HOPE THIS HELPS YOU GET THE BEST FROM YOUR NEW STARTER!