



Artemis Canada Inc

Executive Search for the Innovation Economy

[www.ArtemisCanada.com](http://www.ArtemisCanada.com)

## ONBOARDING CHECKLIST

Congrats! You put your best offer forward, your candidate is now a new and very excited employee, and all that's left is to wait for their start date, right? Wrong!

You're only halfway there -- diversity has no impact without inclusion and fostering a sense of belonging -- new employees are looking forward to connecting with their team, diving deeper into the mission and learning how they're an integral part of the organization.

Onboarding plays a big role in driving this forward.

Here are some recommendations to get started:

- The welcome package! Mail a care package containing everything you would typically give to your new hire on their first day (laptop, swag etc.)
- Schedule 1:1's with the team, meet and greets are a great way to learn more about the culture and feel like a part of the community.
- Have a buddy system - ideally with someone who shares some similar experiences (age, gender, ethnicity).
- Explain your benefits, stock options, employee resource groups.
- Create a checklist of what you want your new hire to accomplish in their first week, month, 2 months and 3 months ( have fun with this! Turn it into a game! We love a good onboarding bingo).
- Check in and gather feedback - often.
- Schedule gaps on the agenda to soak it in.