**Onboarding Checklist**

* Validate the need to hire by reviewing operational processes and confirming need for employee
* Review and update the job description/tasks/duties (or create new, depending on step 1)
* Outline and create a timeline for your hiring process
* Write a job ad
* Begin hiring process
* Outline and create timeline for onboarding process
* Update orientation documents
* Update training documents
* Hire
* Send out pre-start documents
* Conduct orientation
* Conduct training
* Review process with employee
* Review process with management
* Conduct first performance review with employee
* Conduct annual review with employee