ONBOARDING CHECKLIST

Apploi

Want to learn how you can automate your healthcare onboarding? Request your demo of Apploi's hiring solution.

Preboarding
(Day 0)

- ☐ Welcome your new hire to the team!
- ☐ Collect documents
- ☐ Review dress code
- ☐ Explain parking information
- ☐ Confirm start date and business address
- ☐ Share employee handbook
- ☐ Share onboarding agenda
- ☐ Share schedule for their first day
- ☐ Provide contact information

First Week

- ☐ Tour the workplace
- ☐ Introduce them to their team
- ☐ Introduce them to their onboarding buddy
- ☐ Set up an introductory meeting with HR
- ☐ Grant them access to any important platforms
- ☐ Set up a meeting with IT
- ☐ Review employee policies
- ☐ Schedule an end-of-week check-in meeting
- ☐ Set goals for their first 30, 60, and 90 days of employment

Learn how healthcare hires with Apploi!

First Month

- ☐ Schedule regular check-in meetings to monitor progress
- ☐ Review headway on 30-day goals
- ☐ Set new goals for the coming months
- ☐ Discuss goals for growth and continuing education