
















RECRUITMENT CHECKLIST - THE FIRST WEEK(S)

| | |
|---|---|
|  | Meetings with colleagues/departments as per the induction schedule |
|  | Introduction to the CEO & Executive Management team |
|  | Handover, Training & Job Shadowing with colleagues |
|  | New hire added to invites for all relevant meetings |
|  | Systems Training |
|  | Session - Define what success looks like in the role |
|  | Session -company, vision and mission |
|  | Session - departmental protocols |
|  | Session - overview of strategic plans for the business |
|  | Session - organisation's history, structure, and culture |
|  | Session - department mission and goals |
|  | Site visits (if applicable) |
|  | Introduction to clients (if applicable) |
|  | Lunch or meeting with Buddy |
|  | Set a 30, 60 and 90 day plan - set expectations for the new hire and provide touch points |