
Abstract

This onboarding guide is to be used to engage new employees from day one through the first 90 days. It can be used for new employees and managers, as well as those transferring to a new role within Santa and Servco.

The attached document will be used by Human Resources and supervisors to ensure employees are getting what they need upon hiring.

Pre-Boarding

Task	Responsible Party	Timing
HR notified of new hire	Manager	2 week prior to hire date
New hire checklist completed	Manager	2 week prior to hire date
Assimilation guide completed	Manager	1 week prior to hire date
Background / drug screen check completed	HR	1 week prior to hire date
On-boarding links sent	HR	1 week prior to hire date
Day One Information Packet sent to New EE	Manager	1 – 2 days prior to start date
Employee Technology Set-up	IT	1 – 2 days prior to start date

Welcome - Week 1

Task	Responsible Party	Timing
Welcome email sent companywide	Manager	Day 1
I-9 and HR paperwork reviewed	HR	Day 1 - 3
Employee Photo	HR	Day 1
New Hire Manager Checklist	Manager	Week 1
Week One Wrap-Up	HR	Anytime Week 1
Technology Review	IT	Day 1

Check In: Week 2-4

Task	Responsible Party	Timing
Check-in Meeting	Manager	Weekly
Santa University 101 Classes	HR/Manager	Week 2
Safety Orientation	Safety Manager	Week 2 - 3
30 Day Check-in Meeting with HR	HR	Week 4
Formalize a continued Training Plan	Manager	Week 4
Schedule in Next New Hire Orientation	HR	Week 1 - 4

Check In: Day 60

Task	Responsible Party	Timing
60-day Touch Base	Manager & HR	Week 8
Onboarding Survey	HR	Week 8bn

Check In: Day 90

Task	Responsible Party	Timing
90-day Touch Base	Manager	Week 12