

Hair Salon Employee Onboarding Checklist

Use this onboarding checklist to ensure your new employees have an efficient and successful onboarding experience when joining your retail store.



DOCUMENTS & SET UP

- ☐ Employee folder created (paper and/or digital)
- ☐ Employee has complete W-9 and other employment documents
- ☐ Employee has provided direct deposit/bank information
- ☐ Employee has provided all relevant contact information
- ☐ Employee has received welcome packet and salon training documents/manual
- ☐ Employee has received a copy of the salon employee handbook
- ☐ Employee has received a copy of salon health & safety information
- ☐ Company culture documents (include dress code, professional ethics and the code of conduct)
- ☐ Give an overview of the hair salon, mission, and goals
- ☐ Chair contract review and signed
- ☐ Compensation, bonuses, commission, vacation, and benefits documents
- ☐ Job description and responsibilities
- ☐ Business cards have been ordered
- ☐ Employees email has been set up
- ☐ Employee is set up in your systems (payroll, scheduling, etc)
- ☐ New schedule has been provided

- ☐ New hire introduction to other employees

EMPLOYEE TRAINING

- ☐ TRAINING MATERIALS (Walk employee through training manual (or videos))
- ☐ SALON SOFTWARE TRAINING (Set up training on register training, customer communication, salon products, etc)
- ☐ PRODUCT KNOWLEDGE (Set up training and overview of company product, service, etc)
- ☐ TRAINING SHIFTS (Set up first shifts for on-the-job shadow training, receptionist training, shampoo training, color training, etc)
- ☐ FLOOR TRAINING (walk the employee through greeting and welcoming customers, walking customers through hair process, salon cleaning, displays, etc.)

CONTINUED TRAINING

- ☐ EMPLOYEE FIRST SHIFT RUN (appointments with customer)
- ☐ EMPLOYEE PRODUCT TRAINING/NEWSHIPMENTS (follow manual and guidelines for displays and new hair products and services)
- ☐ FEEDBACK (things to review/work on)
- ☐ ADDITIONAL TRAINING (floor training, etc)
- ☐ PRAISE (positive feedback/boost confidence)
- ☐ QUESTIONS AND CONCERNS (let new employee give feedback or ask questions)
- ☐ SET PERFORMANCE GOALS
- ☐ CHECKINS (one month, three month, six month)
- ☐ EMPLOYEE REVIEW AND QUESTIONNAIRE (3, 6 ,9 ,and 12 months)

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