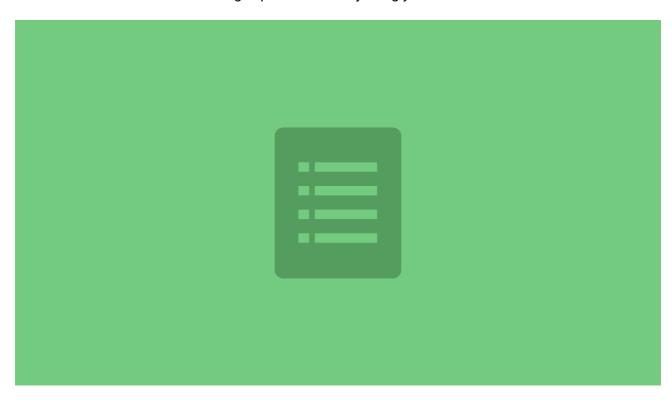# Hair Salon Employee Onboarding Checklist

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)