## **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)  Make and Share Free Checklists  checkli.com