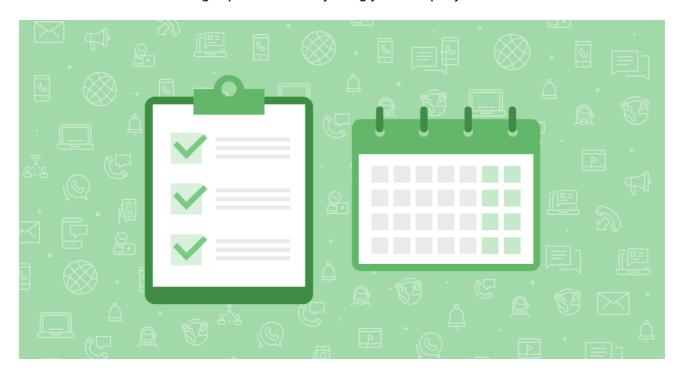
Manager Onboarding Checklist

Use this onboarding checklist to ensure your new managers have an efficient and successful onboarding experience when joining your company/brand/team.



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 training documents/manual
Employee has received a copy of the employee and management handbook
Company culture documents (include dress code, professional ethics, and the code of conduct)
Compensation and benefits documents
Employee has been set up in your systems (payroll, scheduling, POS, etc)
MANAGER TRAINING
Management job description and responsibilities have been reviewed
Short and long term goals have been reviewed
Daily, weekly, monthly, quarterly goals/expectations have been reviewed
Reviewed policies for employees (vacation, leave, confidentiality, remote work, request time off, sick days)
Give an overview of the company's/brand mission and goals

Reviewed employee performance review process	
How company/brands recognizes and rewards employees	
Manager software onboarding training	
Department structure has been reviewed	
Department meeting flow and frequency	
Company's recruiting/hiring process	
Team budget and what it's used for	
INTRODUCTION MEETINGS	
Team	
Direct supervisor	
Other managers	
ADDITIONAL TRAINING/CONTINUED TRAINING	
Motivation trainings	
Conflict management trainings	
Time management trainings	
Team management trainings	
Feedback (things to review/work on)	
Check-ins (one month, three months, six months)	
Praise (positive feedback/boost confidence)	
Questions and concerns (let new manager give feedback or ask questions)	
Set performance goals	
Manager performance review (3, 6,9, and 12 months)	Make and Share Free Checklists checkli.com