



# NEW EMPLOYEE ONBOARDING CHECKLIST

## WELCOME KIT FOR THE NEW EMPLOYEES:

- ☐ BAG
- ☐ 2 POLO SHIRTS
- ☐ CANDIES

## WELCOME FOLDER

- ☐ WELCOME LETTER FROM DIRECTOR AND CEO
- ☐ WELCOME CARDS SIGNED BY ALL TEAM MEMBERS
- ☐ ONE PAGE FLIER OF SUPPORT STAFF
- ☐ ONE PAGE FLIER OF CONTACT INFORMATION
- ☐ QR CODES: EMPLOYEE HANDBOOK
- ☐ QR CODES: THE BEE HIVE AND THE HIVE INTRANET

## TRAINING WEEK

- ☐ WORK SCHEDULE
- ☐ TRAINING SCHEDULE

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EMPLOYEE SIGNATURE

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DIRECTOR SIGNATURE

## CLASSROOM READINESS

- ☐ FILL OUT TEMPLATE WITH NEW  
TEACHER'S INFORMATION
- ☐ PLACE TEMPLATE ON THE FRONT  
DOOR OF THE TEACHER'S RESPECTIVE  
CLASSROOMS

## LOBBY SIGN

- ☐ WELCOME SIGNAGE - WRITE  
"WELCOME (TEACHER NAME), (AGE  
GROUP) TEACHER!"
- ☐ BUY A FEW BALLOONS AND TIE ON THE  
SIGN.

