

Staff Onboarding

Check when completed.

Welcome & Introduction

- Send a welcome email.
- Schedule orientation sessions to introduce company culture, values and missions.
- Prepare a training plan and schedule.

Orientation & Training

- Setup workspace.
- Introduce new staff to team members and relevant personnel.
- Provide a tour of the workplace, facilities, and equipment.
- Provide training on job-specific tasks, tools, and software systems.

Administrative

- Complete the necessary paperwork such as employment contracts, tax forms, and benefit enrolment documents.
- Setup email accounts, access badges, and any other required credentials.

Introduction to Responsibilities

- Outline the new staff member's role, responsibilities, and performance expectations.
- Assign initial tasks or projects.

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Feedback & Check-ins

- Schedule regular check-ins to monitor progress, address any concerns, and provide feedback.
- Follow up with the new staff member after the initial onboarding period to ensure they are settling in well.

Evaluation and Adjustment

- Solicit feedback from the new staff member to identify areas of strength and areas for enhancement in the onboarding process.
- Assess the effectiveness of the onboarding process and make any necessary adjustments for future improvements.

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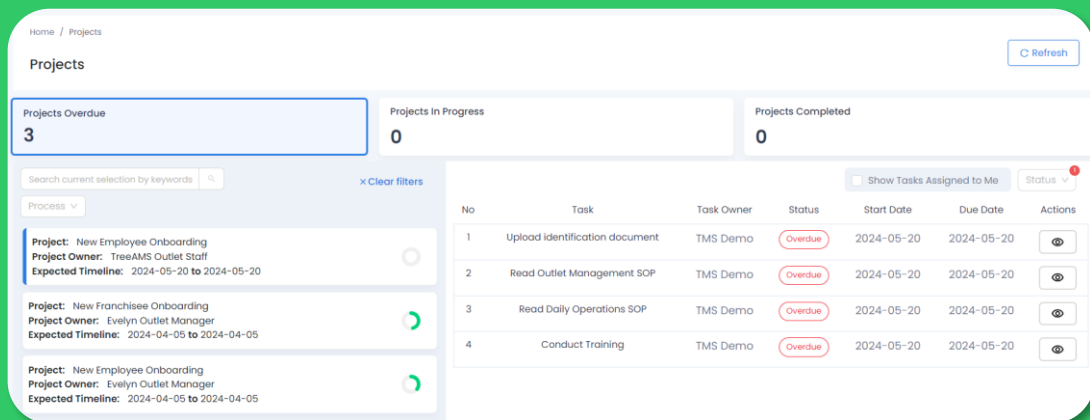
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Thank you for downloading the Staff Onboarding Checklist

Now you have the **Staff Onboarding Checklist**, but why settle for the printed manuals or word document or unsafe shared drive?

How about storing your important checklist on **TreeAMS** that allows you to:

-  Digitalise the checklist and assign different team members according to their tasks.
-  Track progress of the checklist to see which task is still pending.
-  Trigger Audit, SOP, Training directly from this checklist.



The screenshot shows the TreeAMS Projects dashboard. At the top, there are three summary cards: 'Projects Overdue' with a count of 3, 'Projects In Progress' with a count of 0, and 'Projects Completed' with a count of 0. Below these is a search bar and a 'Clear filters' button. The main content is a table with the following data:

No	Task	Task Owner	Status	Start Date	Due Date	Actions
1	Upload identification document	TMS Demo	Overdue	2024-05-20	2024-05-20	
2	Read Outlet Management SOP	TMS Demo	Overdue	2024-05-20	2024-05-20	
3	Read Daily Operations SOP	TMS Demo	Overdue	2024-05-20	2024-05-20	
4	Conduct Training	TMS Demo	Overdue	2024-05-20	2024-05-20	

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TreeAMS is a franchise management system designed to optimise franchise-wide performance through systematic Operations, Training, Audit and Onboarding implementation across multiple outlets and multiple territories.