

Onboarding Checklist

Editor's Note: This information is a compilation of onboarding steps used by the National Glass Association, YKK AP America Inc., Brin Glass Co. and Viracon. It is intended to be used as a reference and adapted to individual company needs. It is advised that any company looking to implement formal onboarding steps consult a human resources expert or a lawyer.

Orientation

Manufacturing orientation typically lasts one or two days. New hires receive all introductory company and human resources information, and are introduced to site safety and their personal job role.

- Review benefits packet and presentation
- Review employee handbook
- Hand out badges
- Review policies and dress code
- Review facility information
- Hand out manager/employee checklist to review fundamental new things an employee should know
- Introduce the company (products, culture, history, etc.)
- Begin safety training
- Tour facilities
- Secure and file required tax/legal paperwork and forms
- Review HR and administration roles
- Setup employee in payroll system
- Explain onboarding and training process, including check-in discussions

First two weeks

- Review safety, environment standards (ongoing)
- Introduce the basics of glass
- Review and explain job description
- Discuss training process, expectations (ongoing)
- Begin coursework on MyGlassClass.com
- Pair new employee with experienced person/mentor to assist with training
- Schedule 30-60-90-day check-in discussions

30-60-90-day check-in documentation outlines benchmark goals for an employee's first three months at a company. It outlines expectations and provides guidance on training. The monthly check-in discussions assess each employee in areas of: quality of work, safety habits, advancement possibilities, attendance and behaviors.

First 30 days

- Develop goals and priorities for each week
- Meet with new hire for first monthly check-in
- Deliver informal initial feedback
- Continue MyGlassClass.com coursework

- Continue hands-on training

Through the first few weeks, new hires receive hands-on and classroom training. If struggling, the new hire could receive one-on-one training, specific to problem areas.

First 60 days

- Meet with new hire for second monthly check-in
- Deliver informal feedback
- Continue MyGlassClass.com coursework
- Continue hands-on training
- Verify employee is enrolled in benefits
- Revisit job description

First 90 days

- Meet with new hire for third monthly check-in
- Update goals and priorities
- Gather feedback on the onboarding and training process

If the employee needs more specific job skills and training, assess and address those needs now. Consider extending this training period an additional 30 days.

Need help with new hire paperwork? The National Glass Association and Glass Magazine have compiled a packet of basic onboarding forms and checklists that can easily be adapted to individual company's needs, available as a digital download. In the packet, find:

- ✓ Employee Handbook Tips
- ✓ Interview Evaluation Form
- ✓ New Hire Checklist
- ✓ Employment Reference Check
- ✓ New Employee Announcement Template