

Long Term Care – New Team Member Onboarding Checklist

As a leader you play an important role in the onboarding and retention of your employees. Use this checklist as a tool when you have a new team member in your organization. Update this template as appropriate for your organization. Helping your new team member feel welcome and acclimated aids in retention.

Long Term Care - New Team Onboarding Checklist	
Manager Prep for Welcoming New Team Member	
Manager Tasks	Task Details
Call to officially welcome new team member after confirmation of acceptance. (email is 2 nd choice)	<ul style="list-style-type: none"> • Congratulate the new hire on being part of the team. • Confirm start date, department location, work hours, dress code, parking
Notify team of new hire starting	<ul style="list-style-type: none"> • Send email to team/department depending on size of your organization welcoming the new team member with a brief description of role and background. Remember to cc new hire! • Schedule introduction team meeting, send invite to team members for first week.
Select new hire “Buddy”	<p><u>Characteristics</u> in selecting a buddy:</p> <ul style="list-style-type: none"> • At least one year of experience in the workplace • Patience • A positive attitude • Familiarity with the culture and processes of the company • Strong performance in their position • Understanding of the new employee's job description • Effective communication skills • Willingness to guide and teach others • Ability to balance time between helping their buddy and performing tasks • Professional demeanor • Positive reputation among coworkers and managers <p><small>*How To Create a Workplace Buddy System (With Tips) Indeed.com</small></p>
Manager Task New Team Member Day 2 – 30	
Manager Tasks	Tasks Details
Greet new team member at the door	<ul style="list-style-type: none"> • If you are not available, designate a team member to greet and welcome new team member.

Give full tour of facility	<ul style="list-style-type: none"> • Tour full facility <i>noting the importance of home of residents.</i>
Introduce and welcome to the team	<ul style="list-style-type: none"> • More than just introductions. • Have a team meeting that is fun! (or huddle if time is short) • Facilitate a group ice breaker – do some quick prep so this is ready to go. Some examples are: <ul style="list-style-type: none"> ○ <i>Two truths and a lie</i> – everyone takes a turn; goal is to find the lie. ○ <i>Would you rather?</i> Write out slips of paper with two different activities and team member picks one from a bag and answers with their preference ○ <i>Question from a hat</i> – This is a list of more personal questions to get to know each other some examples could be: <ul style="list-style-type: none"> ▪ What's the most unusual job you've ever had? ▪ What interest haven't you pursued, but have always wanted to and why? ▪ What is the best thing that's happened to you in the last year? ▪ What is an accomplishment you're proud of? ▪ What is your favorite TV show?
Introduce Buddy	<ul style="list-style-type: none"> • Introduce and share role. • Have buddy set up meeting times at least weekly.
Introduce Residents	<p>If appropriate introduce new hire to residents or have this task assigned to buddy.</p> <p><i>Share the importance of building relationships and that this is the residents home.</i></p>
Review:	<ul style="list-style-type: none"> • Job description • HR Policies • Work hours • Breaks/meal breaks • Time off and how to schedule
<p>Schedule Check in meetings:</p> <ul style="list-style-type: none"> • Week 1 • Week 2 • Week 3 • Week 4 	<p><i>Build Mutual Trust</i></p> <ul style="list-style-type: none"> • How's it going overall? • Any challenges? • Anything you feel is missing in your onboarding? • What have you learned and how are you applying it? • How can I help?