

Onboarding Checklist

Criteria	Evaluation	
	Met	Unmet
1. Profile of new team member for current staff	<input type="checkbox"/>	<input type="checkbox"/>
2. A new hire package (material for manager to provide)	<input type="checkbox"/>	<input type="checkbox"/>
3. Copy of offer letter to provide new hire	<input type="checkbox"/>	<input type="checkbox"/>
4. Required Communication (welcome call, email, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
5. Administrative checklist (for the manager)	<input type="checkbox"/>	<input type="checkbox"/>
6. Buddy System/New Hire Champions	<input type="checkbox"/>	<input type="checkbox"/>
7. Onboarding Checklist for the new hire	<input type="checkbox"/>	<input type="checkbox"/>
8. Stay Interviews (30, 60 & 90-days)	<input type="checkbox"/>	<input type="checkbox"/>
9. 90-day evaluation	<input type="checkbox"/>	<input type="checkbox"/>
10. Informal meeting with CEO (“Quarterly Spotlight Event”)	<input type="checkbox"/>	<input type="checkbox"/>

For details regarding each of the criteria listed, refer to the required reading:

Kurnat-Thoma, E., Ganger, M., Peterson, K., & Channell, L. (2017). Reducing annual hospital and registered nurse staff turnover—A 10-element onboarding program intervention. *SAGE Open Nursing*, 3, 2377960817697712. Available at:

<https://journals.sagepub.com/doi/pdf/10.1177/2377960817697712>