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## Onboarding Policies Checklist

- **Compensation policy.** Present current company's compensation policy. Make sure to cover:
  - Payroll schedule (e.g. at the end of each month or biweekly)
  - Ways to receive paycheck, if applicable (e.g. via direct deposit, mail or in-person)
  - Legal terms about overtime pay, if applicable
  - Job performance-related bonuses
- **Employee leave policy.** Present the types and number of leaves that employees are eligible for. Also, describe how to request time off (e.g. send an email to managers or submit a form through an internal system.) Time off could refer to:
  - Paid time off (or vacation days)
  - Unpaid time off
  - Days when the company doesn't operate (e.g. bank holidays)
  - Sick leave
  - Parental leave
  - Special occasions (e.g. jury duty)
- **Performance review policy.** Describe our company's performance review process. Explain:
  - The purpose and frequency of employee performance appraisals (e.g. quarterly)
  - Your performance appraisal software (if applicable)
  - Topics you usually cover (e.g. quantitative results)
  - Your goal-setting process
  - Less formal methods to collect and share feedback (e.g. regular 1:1s)
  - Soft skills and Hard skills Mastery
- **Workplace regulations.** Provide an overview of important workplace rules. Include:
  - Daily schedule (times of arrival and end of workday if on premise and work from home)
  - Breaks (e.g. lunch)
  - Personal workstation management or virtual storage (e.g. locking drawers if on premise or work from home)
  - Internet usage for personal matters (if working on premise)
  - Online collaboration, remote tools and reporting (if work from home)
  - Parking restrictions (if relevant)
- **Workplace safety policy.** Explain all measures you take to establish safety in the workarea. For example:
  - Show where emergency exits are located in the building
  - Go over basic guidelines for security (e.g. how to use access tokens)

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- Describe your visitor's policy
    - Work from home safety and security guidelines (e.g. when accessing shared services, security keys and storage)
  - **Employee confidentiality policy.** Discuss confidentiality rules and data protection procedures. Particularly, if your new hire will handle sensitive data, mention:
    - What kind of information is considered classified?
    - How to share and store important documents (whether physical or digital)
    - How to secure computers and the office
    - How to secure data and classified files when working from home
  - **Benefits overview.** Describe what's included in your perks and benefits package. Make sure to provide necessary forms hires need to complete and manuals that explain terms in detail. Employee perks and benefits could include:
    - Health and HMO
    - Stock options or Profit sharing (for startups)
    - Mobile plan
    - Use of company car
    - Bonus options
    - Wellness programs
    - Culture of innovation
  - **Remote work or work from home policy.** Explain your policy for remote work and flexible working hours, if you have one. Cover:
    - How to request work-from-home days (e.g. via email or internal HR software)
    - Employee obligations while working remotely (e.g. employees need a strong Internet connection)
    - Out-of-office best practices (e.g. employees should work in a private, quiet space and be available via the company's messaging app)
    - Any limitations (e.g. employees can't work remotely during the launch of a new product)
  - **Employee travel policy.** Describe your travel policy, if relevant. Provide the basics and make sure to offer a refresher before a new hire's first business trip. Cover:
    - Frequency and timing of travel (e.g. for company events or quarterly meetings with distributed team members)
    - Travel expenses you cover
    - How to reimburse expenses
    - Documents employees need for travel (e.g. passport and visa)

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- **Employee development and education policies.** Mention training and development initiatives, you offer employees. This could refer to:
    - Regular trainings your company conducts (related to the new hire's position)
    - Conferences and workshops
    - Resources (e.g. books and subscriptions)
    - Online courses
    - Education budget