

## **New Employee Onboarding Guide**

### **Offer**

- Ensure your offer letter includes a statement that the employment relationship is at-will.
- Ensure your offer letter outlines precisely what the new hire is offered.
- Outline any additional requirements (e.g., drug testing, background checks, I-9, restrictive covenant) in the offer letter.
- Provide a copy of the restrictive covenant agreement (i.e., noncompetition, nonsolicitation, and/or confidentiality), if applicable. Restrictive covenants may not be appropriate for all employees, and you may have difficulty enforcing an agreement if you do not appropriately tailor your agreements to the circumstances. We recommend a legal review of agreements to increase the likelihood of enforceability.

### **Post-Offer/Pre-arrival**

- Confirm offer letter and any restrictive covenant agreements (i.e., non-compete, non-solicitation, and/or confidentiality), if applicable, were signed by the new employee.
- Prepare Orientation checklist - including a benefits overview and required forms.
- Update job description review and signature.
- Update Organizational chart.
- Prepare an internal welcome announcement and picture.
- Ensure EEOC reporting compliance. If your organization is a federal contractor or has more than 100 employees, you may be required to report data to the EEOC. In that case, you'll need to collect certain demographic information from the new employee for the annual report.

### **First Day**

- Create an Orientation Agenda.
- Complete all government required forms;
- Prepare the Wage Theft Prevention Act notice and have the employee sign.
- Complete NYS New Hire Report and submit within 20 days of hire.
- Assign another employee to serve as an “ambassador” who can make introductions or answer general questions, if appropriate.
- Schedule mandatory training (e.g., safety, harassment) within the first week.
- Schedule Benefits meeting follow-up.
- Schedule a 30-day feedback session on what was good and what was could be improved.
- Review the employee handbook and key policies with the employee and have the employee sign for them.