# Rookettle

## First-week employee onboarding checklist

A practical sequence for small-business owners to prepare for and guide a new employee through their first week.

**This checklist is a starting point. Tailor it to your business, the role, and the way your team works.**

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### Before day one · Set the week up

[ ] Choose a day-to-day point person and a backup. Tell the new employee who to go to with questions.

[ ] Write down two or three practical outcomes you hope they can handle by the end of the week.

[ ] Make a simple first-week schedule with introductions, demonstrations, practice time, and check-ins. Share it ahead of time.

[ ] Prepare the workspace, tools, and access needed for the first few tasks. Test the setup before the employee arrives.

[ ] Gather the current task instructions, team contacts, and examples they will need. Remove or flag anything outdated.

[ ] Choose a teammate who can help them learn day-to-day routines, and put a short check-in on the calendar for each day.

### Day one · Welcome and orient

[ ] Welcome them personally, show them the work area and shared spaces, and explain where to find everyday resources.

[ ] Review the first-week schedule, role priorities, and who owns common decisions or questions.

[ ] Introduce the people they will work with and explain which communication channel the team uses for each kind of update.

[ ] Walk through one common task from start to finish, including what a good result looks like.

[ ] Give them one manageable first task, then hold the planned check-in to hear what is clear and what needs another explanation.

### Days two and three · Practice with support

[ ] Demonstrate a core task in the normal work setting. Explain the order of steps, quality standards, and when to ask for help.

[ ] Let them try the task with a teammate nearby, then review the result together using a specific example.

[ ] Add one new process at a time. Leave a written example or short set of steps they can refer back to.

[ ] Check that tools, information, and handoffs are working as expected; resolve access or workflow snags promptly.

[ ] Use a brief daily check-in to invite questions, give timely feedback, and adjust the next day’s practice.

### Days four and five · Build confidence

[ ] Assign a small piece of work they can carry from start to finish. Agree on the outcome, a check-in point, and decisions they can make independently.

[ ] Give them room to try before stepping in. Review the work afterward and discuss what they would repeat or change next time.

[ ] Introduce the recurring team routines and the colleagues they will rely on for handoffs or shared work.

[ ] Ask what still feels uncertain and choose one useful area to practice again before the week ends.

### End of week · Close the loop

[ ] Set aside 15 to 20 minutes to compare the week with the outcomes you agreed on before day one.

[ ] Ask what helped, what felt confusing, and what information or tools would make the work easier.

[ ] Share specific feedback, confirm two or three priorities for the next week, and explain who will support each one.

[ ] Update missing or unclear work instructions and schedule the next check-in so support continues beyond the first week.

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Check off each step as you complete it. Adapt the sequence to the role and your team’s day-to-day work.