Onboarding/Induction/Orientation checklist.

Depending on where you live in the world the term 'Onboarding' or 'Induction' or 'Orientation' are used to describe the process of introducing a new team member into your business on the first day or week of their employment in order to 'set them up to succeed!'

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All the contents on the induction list need to be covered in the first week.

Prior to the new team member starting the following points need to be covered:

1. Salon manager or delegated senior team member needs to be booked out to go through the induction process with new employee.

2. Organise in advance any forms that need filling in and any handouts that need to be given. If you are professional and organised it immediately sets the tone for new employees.

3. The rest of the team all need to know in advance that a new team member is starting and in what capacity.

4. Start a file for the new team member and put all relevant documentation in it.

Salon Induction Checklist

Employees name	
Starting date	
Position	

Induction points to be covered	Signed off by
Introduced to the rest of the team and their role explained	
Shown around the salon and location of everything	
Fill out all details on personnel form	
Explain a brief company history	
Explain the salon vision and mission statement	
Explain their job description	
Explain the salon training program	
Explain the company culture and philosophy	
Explain the company grievance procedure	
Explain the working hours	
Explain the pay system, commission and incentives	
Explain the dress code	
Explain the salon rules/agreements	
Explain the target meetings and appraisal system	
Explain the disciplinary procedure	
Explain the salon services and price list	
Explain appointment times and the computer system	
Explain the salons health and safety policy	
Explain the accident book	
Explain the holiday requisition policy and process	
Explain the sickness, lateness and absenteeism policy	

Salon Induction Checklist	
Explain the complaints policy	
Explain and train basic reception skills	
Organise product knowledge training or both retail and professional products	
Explain all remaining contents of the Policy & Procedure Manual	