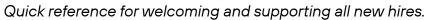
Inclusive Onboarding Checklist for Employers





Before Day One

\bigcirc	captions, transcripts).	
0	Share an accessible onboarding schedule (dates, times, locations, contacts).	
0	Confirm any accommodations needed (workspace, tech, onboarding materials).	
\bigcirc	Assign a peer or mentor if available.	
0	Inform staff of new hire and accommodation plans.(HR, IT etc.)	
First Day		
0	Conduct a workplace tour (highlight accessible routes, washrooms, quiet spaces).	
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0	Daily check-ins (15 min) to address questions, build rapport.	
0	Introduce team members and encourage social connection.	
0	Encourage feedback about onboarding experience.	
0	Review job responsibilities and clarify expectations.	
First Month		
0	Weekly check-ins (30 min) to assess training progress and performance.	
0	Adjust accommodations if needed.	
0	Invite participation in natural supports or mentorships.	
0	Continue open communication around needs and challenges.	
Ongoing		
0	Monthly check-ins (30 min) through month 3.	
0	Provide professional development opportunities.	
0	Reassess accommodations periodically.	
	Reinforce open-door policy and workplace support culture.	



First Week

