

# Inclusive Onboarding Checklist for Employers

*Quick reference for welcoming and supporting all new hires.*



## Before Day One

- ☐ Provide onboarding materials in multiple formats (Word, large print, captions, transcripts).
- ☐ Share an accessible onboarding schedule (dates, times, locations, contacts).
- ☐ Confirm any accommodations needed (workspace, tech, onboarding materials).
- ☐ Assign a peer or mentor if available.
- ☐ Inform staff of new hire and accommodation plans.( HR, IT etc.)

## First Day

- ☐ Conduct a workplace tour (highlight accessible routes, washrooms, quiet spaces).
- ☐ Introduce the support system (who to contact for HR, IT, accommodations).
- ☐ Discuss available benefits, including disability-related supports.
- ☐ Review onboarding plan and training schedule in accessible format.
- ☐ Confirm accommodations are in place and functioning.



## First Week

- ☐ Daily check-ins (15 min) to address questions, build rapport.
- ☐ Introduce team members and encourage social connection.
- ☐ Encourage feedback about onboarding experience.
- ☐ Review job responsibilities and clarify expectations.

## First Month

- ☐ Weekly check-ins (30 min) to assess training progress and performance.
- ☐ Adjust accommodations if needed.
- ☐ Invite participation in natural supports or mentorships.
- ☐ Continue open communication around needs and challenges.

## Ongoing

- ☐ Monthly check-ins (30 min) through month 3.
- ☐ Provide professional development opportunities.
- ☐ Reassess accommodations periodically.
- ☐ Reinforce open-door policy and workplace support culture.

