MNCP STAFFING | EMPLOYER RESOURCES

FIRST-DAY ONBOARDING CHECKLIST

A practical worksite checklist for supervisors welcoming temporary or newly placed employees. Confirm responsibility for each step with your staffing partner.

BEFORE ARRIVAL

[ ] Confirm worker roster, shift time and supervisor contact

[ ] Send parking, entrance, check-in and dress-code instructions

[ ] Prepare access, workstation, tools and approved PPE

[ ] Assign a trainer and identify the first tasks

AT CHECK-IN

[ ] Welcome the employee and confirm the assignment

[ ] Explain worksite hazards, emergency exits and assembly locations

[ ] Explain incident, injury and near-miss reporting contacts

[ ] Review task-specific safety training and required PPE

[ ] Explain hours, breaks, attendance and timekeeping procedures

DURING THE FIRST SHIFT

[ ] Demonstrate duties and confirm understanding

[ ] Verify required training or authorization before equipment use

[ ] Introduce the supervisor and escalation contacts

[ ] Check that tools, access and instructions are working

BEFORE THE NEXT SHIFT

[ ] Review attendance, questions and any worksite concerns

[ ] Confirm time-entry and approval process

[ ] Share feedback and assignment changes with MNCP Staffing

Supervisor: _____ Date: _____

NEED HELP?

Call 844-579-6627 for assignment coordination. This planning tool supplements your site-specific procedures and required training.