

Template 13: Engage Checklist

Engage Checklist			v
Induction	Induction pack	New Employee Workbook	
		HR file	
	Induction Checklist		
	Induction schedule	Activity	
		Details including what, who and when	
		Review	
		Coaching	
Training plan			
Roles and Responsibilities	Clearly define roles and responsibilities		
	Communicate roles and responsibilities		
	Review roles and responsibilities		
Expectations	Clarify your expectations		
	Discuss employee expectations		
	Communicate expectations		
	Monitor achievement of expectations		
	Review expectations		
	Set groundrules		
		<i>Things I am doing:</i>	
'Hook on'	Clarifying		
	Communicating		
	Consulting		
	Consistency		
	Commitment		