

NEW HIRE CHECKLIST

38 STEPS TO TAKE WHEN
YOU HIRE

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PRE-HIRE CHECKLIST

- Make online applications as short as possible
- Follow up with applicants throughout the process
- Make values prominent in job description
- Put together communication kit for interviewees
- Signal what it will be like to work at your company
- Use McQuaig 3-Step Process to create ideal candidate profile
- Create job description using the profile
- Use behavioral insights from assessments to paint a picture of the organization and role
- Compare results with ideal candidate and assess fit
- Tailor the interview approach based on each candidate's temperament
- Use behavior-based questions to probe for cultural fit

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NEW HIRE DAY 1 CHECKLIST

- Make sure your onboarding team understands their roles and how they connect
- Have new hire come in later than the usual start time
- Stock new hire's desk
- Review job description with new hire and identify timelines and key tasks
- Create a map of onboarding experience with help of new hire
- Assign a buddy to answer questions and act as a guide
- Give some samples of products
- Provide new hire with their McQuaig profile and their managers' McQuaig profile

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NEW HIRE DAY 2 TO 3-MONTH CHECKLIST

- Assign specific, short-term and long-term tasks
- Create work-related objectives
- Take a deeper dive into job description and responsibilities
- Have the manager and employee meet to discuss their McQuaig profiles and what it means for creating better interactions
- Have the manager hold a Week 1 assessment meeting
- Have the manager hold 90-day review meeting
- Use the Team Approach Report to understand how the new hire will work in a team

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NEW HIRE 3 MONTHS TO 1 YEAR CHECKLIST

Review material that was briefly overviewed in the first several weeks

Ask for feedback on the onboarding process

Check in informally by asking employee about how their doing directly

Check in formally every 30 days

Conduct formal performance reviews

Provide employee with McQuaig Self-Development report and have manager/employee discuss

Use results in coaching and development strategies