

# Onboarding a new employee



Unilever  
Food  
Solutions

## Checklist:

### Administration

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- ☐ Sign employment contract
- ☐ Copy of employee's identification document
- ☐ Employee contact and emergency information
- ☐ Employee's banking information

### Professional Growth

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- ☐ Set clear and transparent goals
- ☐ Schedule feedback sessions
- ☐ Employer's progress feedback
- ☐ Hire's self-assessment & reflections
- ☐ Adjust goals and expectations

### Work Expectations

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- ☐ Written job description that details responsibilities
- ☐ Copy of restaurant code of conduct
- ☐ Explanation of working hours
- ☐ Uniform policy
- ☐ Opening and closing shift procedures
- ☐ Explain how shifts are assigned
- ☐ Procedure for changing shifts
- ☐ Requesting leave

### Communication

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- ☐ Encourage open and inclusive communication
- ☐ Provide contact information for immediate supervisors
- ☐ Schedule wellbeing check-ins
- ☐ Explain channels for raising concerns or suggestions
- ☐ Schedule regular check-ins for feedback and questions
- ☐ Schedule 'An Hour For Us'

### Training

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- ☐ Menu review and tasting
- ☐ Recipe training
- ☐ Allergen training