

# HIRING & ONBOARDING TEMPLATE

## 1 STEP 1: JOB POSTING

Prepare job posting.

- Title: [Position Title] \_\_\_\_\_
- Description: [Brief description of responsibilities & expectations] \_\_\_\_\_
- Qualifications: [Skills, experience, and traits required] \_\_\_\_\_
- How to Apply: [Instructions for applying, including where to send resumes or applications] \_\_\_\_\_

## 2 STEP 2: INTERVIEW PROCESS

Screen and Interview candidates.

- Screening:** Review resumes & applications to shortlist candidates. \_\_\_\_\_
- Interviews:** Conduct initial phone or in-person interviews to assess fit and qualifications. \_\_\_\_\_
- Final Interviews:** Select top candidates for final interviews with key team members or managers. \_\_\_\_\_
- Assessment Tests:** Consider incorporating job-specific assessment tests to evaluate the candidate's skills. \_\_\_\_\_

## 3 STEP 3: OFFER AND ACCEPTANCE

Make an offer & hire.

- Extend Offer:** Offer the position to the selected candidate, including details such as start date, compensation, and any other relevant information. \_\_\_\_\_
- Acceptance:** Confirm acceptance of the offer and any necessary paperwork or documentation. \_\_\_\_\_

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## STEP 4: ONBOARDING

Onboard new hire.

- Training Plan:** Develop a structured training plan outlining what the new hire will learn and when.

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- Pre-First Day Checklist:** Send a checklist of any steps for the new hire to complete before their first day (e.g., setting up accounts, and completing forms).  
**Welcome Email:** Send a personalized welcome email to the new hire, including details about their first day, dress code, and any required documents.

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- Introduce to Team:** Arrange for introductions to team members and key stakeholders.

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## STEP 5: FIRST DAY AND ORIENTATION

Welcome and train.

- Welcome:** Greet the new hire warmly on their first day and provide a tour of the facility.

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- Orientation:** Conduct an orientation session covering company policies, procedures, and expectations.

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- Training:** Begin hands-on training in their specific role, starting with essential tasks and gradually increasing complexity.

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## STEP 6: ONGOING SUPPORT AND FEEDBACK

Continued training & guidance.

- Mentorship:** Assign a mentor or buddy to provide ongoing support and guidance.
- Regular Check-Ins:** Schedule regular check-ins to provide feedback, address questions or concerns, and ensure the new hire's success.
- Performance Reviews:** Conduct periodic performance reviews to assess progress and identify areas for growth.

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## STEP 7: INTEGRATION AND ENGAGEMENT

Engage and grow!

- Team Building:** Facilitate team-building activities and events to foster camaraderie and collaboration.
- Feedback Loop:** Encourage open communication and feedback from the new hire to continuously improve the onboarding process.
- Recognition:** Recognize and celebrate milestones and achievements to keep morale high.

**Feel free to customize this template to fit the specific needs and requirements of your family entertainment center.**

**Happy hiring and onboarding!**