Toolkit: Employee Hiring & Onboarding Toolkit

Essential Resources for Smooth Hiring and Onboarding



Hiring the right employees and onboarding them effectively is critical for business growth. A strong hiring and onboarding process not only ensures the right talent joins your organisation but also helps new employees become productive, confident, and aligned with your business goals from day one. When you **dreamBIG**, a structured hiring and onboarding system becomes the backbone of scalable and sustainable business expansion.

This toolkit provides practical tools, templates, and frameworks to help business owners and managers streamline hiring decisions and create a smooth onboarding experience. Whether you are hiring your first employee or expanding your team, this toolkit removes guesswork and helps you build a committed, high-performing workforce.

Tool 1: Role & Hiring Requirement Checklist

- Job Title
- Department / Function
- Must-have skills
- Nice-to-have skills
- Minimum experience required
- Education/certifications
- Employment type
- Work location
- Salary range
- Joining timeline

Tool 2: Job Description Template

Role Overview:

1. Key Responsibilities:

- Responsibility 1
- Responsibility 2

2. Required Skills & Experience:

- Skill 1
- Skill 2

3. Purpose of the Role

4. Key Outcomes Expected

5. What We Offer:

- Growth opportunities
- Learning exposure

Call To Action(CTA): Interested candidates can apply by sharing their resume.

Tool 3: Interview & Evaluation Framework

Evaluation Areas:

- Technical skills
- Communication
- Problem-solving

Rating Scale: 1–5 (5 being the highest)
Final Decision: Strong Hire / Hire / Hold / Not Suitable

Tool 4: Pre-Joining & Offer Process

- Offer letter shared
- Salary & role explained
- Joining date confirmed
- Documents requested
- Welcome message sent
- Reporting manager details shared
- First-day expectations explained

Tool 5: 30-Day Onboarding Plan

Week 1: Orientation & Understanding
Week 2: Guided Execution
Week 3: Independent Work
Week 4: Review & Goal Setting

Tool 6: New Employee Onboarding Checklist

☐ Offer letter signed
☐ Documents collected
☐ System access provided
☐ Responsibilities explained
☐ Feedback meeting scheduled

Your Action Plan

- Define clear roles before hiring
- Standardise interviews
- Use evaluation scorecards
- Create a 30-day onboarding plan
- Collect feedback from new hires

Build a Stronger Team, One Hire at a Time

Hiring is not just about filling a position – it's about building the future of your organisation. Use this toolkit to create clarity, consistency, and confidence in your people processes.

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initiative to accelerate your business growth!

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