

New Employee Onboarding Checklist for Retail Staff

Ensure a smooth transition for new hires with our **new employee onboarding checklist** tailored specifically for retail staff. This comprehensive guide covers essential training, store procedures, and customer service skills. Empower your team to deliver exceptional performance from day one.

Onboarding Checklist

- **Welcome & Introductions**
 - Meet with store manager and team members
 - Tour of store premises
 - Review company mission, vision, and values
- **Employee Paperwork**
 - Complete new hire documents
 - Review employee handbook and store policies
 - Set up payroll and benefits (if applicable)
- **Store Procedures**
 - Understand opening and closing procedures
 - Learn inventory management basics
 - Practice point-of-sale (POS) transactions
- **Training & Development**
 - Attend customer service training
 - Review safety and emergency protocols
 - Product knowledge orientation
- **Shadowing & Feedback**
 - Shadow experienced team members
 - Receive feedback on performance
 - Ask questions and clarify doubts
- **Check-in Meetings**
 - Schedule follow-up meetings at 1 week, 30 days, and 90 days
 - Discuss progress, answer questions, and set goals

Use this checklist as a foundation to build an engaging and effective onboarding experience, setting up your retail employees for success from their very first day.