ONBOARDING SELF-CHECK · MMM TRAINING

Day One, Every Time

90 SECONDS

Tick what a new hire gets no matter who is running their first day.

A great first day shouldn't depend on who happens to be working that morning.

TICK ONLY WHAT IS TRUE TODAY — NOT WHAT YOU INTEND TO FIX

- [ ] **Their equipment, access, and paperwork are ready before they arrive.**
  If not: their first impression is that you weren't expecting them, and that impression sticks.
- [ ] **There's a written first-week schedule, not just 'shadow someone'.**
  If not: they learn whatever the person they shadowed happens to remember and prefer.
- [ ] **Someone specific owns their first 30 days.**
  If not: everyone assumes someone else has it, which usually means nobody does.
- [ ] **They know exactly what 'good' looks like in their role by day five.**
  If not: they'll guess, and you'll correct them for months instead of once.
- [ ] **We check in on a set day, not when someone remembers.**
  If not: the first honest conversation happens at the exit interview.
- [ ] **Two people hired for the same role get the same onboarding.**
  If not: you have two versions of the same job, and eventually two standards of work.

Now count the boxes you left empty.

Every blank adds weeks to how long a new hire takes to become genuinely useful — and every one of those weeks is paid.

____ / 6

0–1 blank
You're in good shape
Tighten the one gap before it becomes the one that costs you.

2–3 blanks
This is most businesses
Real money is sitting here. The fix is usually writing things down, not hiring.

4–6 blanks
Your business runs on you
Nothing is broken yet. That is exactly why now is the cheap moment to fix it.

WHAT THIS USUALLY COSTS

Slow onboarding is a salary you're paying twice.

Once to the new hire while they're still learning, and again to whoever keeps stopping their own work to explain. The SOP Buildout makes day one repeatable.

SOP + Training Buildout
From $2,500
Book at mmmtraining.org

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