Hair Salon Employee Onboarding Checklist

Use this onboarding checklist to ensure your new employees have an efficient and successful onboarding experience when joining your retail store.



DOCUMENTS & SET UP

- [ ] Employee folder created (paper and/or digital)
- [ ] Employee has complete W-9 and other employment documents
- [ ] Employee has provided direct deposit/bank information
- [ ] Employee has provided all relevant contact information
- [ ] Employee has received welcome packet and salon training documents/manual
- [ ] Employee has received a copy of the salon employee handbook
- [ ] Employee has received a copy of salon health & safety information
- [ ] Company culture documents (include dress code, professional ethics and the code of conduct)
- [ ] Give an overview of the hair salon, mission, and goals
- [ ] Chair contract review and signed
- [ ] Compensation, bonuses, commission, vacation, and benefits documents
- [ ] Job description and responsibilities
- [ ] Business cards have been ordered
- [ ] Employees email has been set up
- [ ] Employee is set up in your systems (payroll, scheduling, etc)
- [ ] New schedule has been provided

- [ ] New hire introduction to other employees

EMPLOYEE TRAINING

- [ ] TRAINING MATERIALS (Walk employee through training manual (or videos))
- [ ] SALON SOFTWARE TRAINING (Set up training on register training, customer communication, salon products, etc)
- [ ] PRODUCT KNOWLEDGE (Set up training and overview of company product, service, etc)
- [ ] TRAINING SHIFTS (Set up first shifts for on-the-job shadow training, receptionist training, shampoo training, color training, etc)
- [ ] FLOOR TRAINING (walk the employee through greeting and welcoming customers, walking customers through hair process, salon cleaning, displays, etc.)

CONTINUED TRAINING

- [ ] EMPLOYEE FIRST SHIFT RUN (appointments with customer)
- [ ] EMPLOYEE PRODUCT TRAINING/NEWSHIPMENTS (follow manual and guidelines for displays and new hair products and services)
- [ ] FEEDBACK (things to review/work on)
- [ ] ADDITIONAL TRAINING (floor training, etc)
- [ ] PRAISE (positive feedback/boost confidence)
- [ ] QUESTIONS AND CONCERNS (let new employee give feedback or ask questions)
- [ ] SET PERFORMANCE GOALS
- [ ] CHECKINS (one month, three month, six month)
- [ ] EMPLOYEE REVIEW AND QUESTIONNAIRE (3, 6 ,9 ,and 12 months)

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