Checklist: An onboarding that works for different ways of thinking

Good onboarding helps every new colleague. For people who perceive and think differently, it often makes the difference. Tick what is already in place.

Before day one

- [ ] Send the plan for the first week in writing: who, when, where, what.
- [ ] Name one contact person for questions, with the times they can be reached.
- [ ] Prepare the workplace, computer and accounts so the first day does not start with waiting.
- [ ] Ask openly what helps for a good start. Voluntary, without asking about diagnoses.

Tasks and expectations

- [ ] Describe every task with its goal, expected result, deadline and priority.
- [ ] Write down unwritten rules: breaks, availability, how to ask for help.
- [ ] Confirm important agreements briefly in writing after the conversation.

Communication

- [ ] Meetings with an agenda in advance; results in writing afterwards.
- [ ] Feedback at fixed times, concrete and with examples.
- [ ] Agree on the preferred channel: conversation, chat or email.

Work environment

- [ ] Offer a quiet place or somewhere to withdraw; headphones are fine.
- [ ] Announce changes to plans and rooms early.

After four weeks

- [ ] Review together: what works, what does not?
- [ ] Agree on two things that will change, and a date to look again.

This checklist applies to every new colleague. It does not ask about diagnoses and is not legal advice. More in the online course “Neurodiversity at work”.

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