

YOUTH EMPLOYEE ONBOARDING & ORIENTATION CHECKLIST

BEFORE THE FIRST DAY

TASK	
Have Supervisors review relevant guidance from this toolkit	
Notify staff that a new youth employee is joining the team	
Assign a buddy, mentor, or go-to person; this person should accompany them during transitions	
Prepare youth-friendly training materials (visual guides, checklists, simple SOPs) using digital platforms wherever possible	
Ensure any accommodations or supports are arranged (learning needs, communication preferences, etc.)	
Send the new employee clear information about Day 1 expectations	
Review job tasks and break them into steps for easier teaching	

FIRST DAY ON THE JOB

TASK	
Welcome the youth employee warmly and introduce them to the team	
Demonstrate key tasks step-by-step using hands-on examples; post visual guides at workstations for future reference wherever possible	
Allow time for practice with supervision	
Check in frequently throughout the shift	
Reinforce effort and recognize early wins to build confidence	

WITHIN THE FIRST 30 DAYS

TASK	
Conduct a supportive check-in conversation (i.e., “how’s it going and what can we do to support your success?”)	
Revisit expectations in clear, simple language	
Adjust training, pace, or accommodations as needed	
Introduce youth to growth pathways (cross-training, skill development, advancement); refer to the Professional Development Pathways in Restaurants tool in this Toolkit to facilitate this	
Encourage participation in team meetings or learning activities	
Ensure the employee feels connected and supported within the team (i.e., Introduce them to staff in other roles, not just their direct supervisor)	

ONGOING SUPPORT

TASK	
Provide regular feedback (positive + constructive) in a direct, respectful way	
Recognize progress, milestones, and effort publicly where appropriate	
Offer opportunities for new responsibilities, tasks, and skill development	
Encourage involvement in workplace culture, committees, or activities	
Promote a safe, inclusive environment aligned with youth values (purpose, fairness, flexibility, diversity, empathy)	