ONBOARDING TRANSITIONS GUIDANCE CHECKLIST

HIGH PERFORMANCE
SPORT NEW ZEALAND

This checklist is designed to be used in conjunction with the HPSNZ Onboarding Transitions Guidance for Sport resource. The purpose of the checklist is to enhance consistency and effectiveness of your onboarding transitions processes as part of promoting wellbeing of people within your high performance environment.

Note: There are additional checkboxes and a blank section for notes that you can tailor to your needs.

Onboarding phase	Items to promote effective onboarding processes	Notes (e.g., status, responsible person)
Selection / Recruitment	☐ Dedicate times for informal meet and greets ☐ Schedule a brief session to cover preliminary essential information ☐ Begin to identify potential connections (e.g., athlete mentor, volunteer buddy) ☐ ☐	
Welcoming	☐ Dedicate times for informal and formal meet and greets ☐ Coordinate relevant logistical/admin items (e.g., kit, relevant spaces, paperwork) ☐ Schedule/stagger brief (30- to 45-minute) sessions to cover essential information – integrate interactive components wherever practicably possible ☐ Coordinate meetings with key connections (e.g., athlete mentor, volunteer buddy) ☐ ☐	
Connecting	☐ Outline a plan that allows for joining up of key systems and structures ☐ Coordinate meetings that align with that plan which are sequenced and staggered in a thoughtful, manageable way ☐ Schedule monthly check-ins and a 6-month review (if applicable) ☐ ☐	
Embedding & Evolving	☐ Plan regular communications to promote key information & wellbeing support ☐ Dedicate time to recognise and share achievements (e.g., quarterly) ☐ Schedule regular 1:1 check-ins and a 12-month review (if applicable) ☐ Schedule sessions to promote ongoing feedback from relevant groups ☐ ☐	

General note: Tailor the type and level of information according to available resources and relevant needs, role (athlete, family/whānau, coach, volunteer, staff) and individual characteristics (e.g., age, stage, prior experience).