

On-the-Job Training Checklist

-> the on-the-job training plan must be customised for each employee based on the following criteria

The On-the-Job Training Plan	
Employee name:	
Department / position:	
Start of employment:	
On-the-job training phases	Responsible
Preparation for the new employee - Administrative formalities - Schedule time for on-the-job training: Work, training, goals, etc.	HR Adm. Asst. (senior) HOD
Week 1 and 2 - Familiarisation, learning his/her way around the premises, learning standards - Familiarize with the key processes, etc., team integration - Provision of intensive support and on-the-job training by supervisor and mentor	Immediate supervisor, mentor, co-workers
Week 3 through 10 - On-the-job training based on plan and learning goals, instruction as to assignments - Weekly meetings with the team and project-related individual meetings -> 10-week on-the-job training meeting (form): Integration into the group, mastering of professional/qualification basic skills, understanding of work required within scope of responsibilities, application of existing knowledge and experience -> Ask for feedback on the on-the-job training concept (Day 1 and experiences to date)	Immediate supervisor
Week 11 through 20 - Solidification and deepening of learning goals - Training - Weekly meetings with the team and project-related individual meetings -> 20-week feedback meeting (form): Mastering of work assigned in compliance with the job description, mastering of the amount of work expected to complete, quality of work, handling of stress, social skills (management skills), explain how likely it is that employee will pass the probationary period successfully	(senior) HOD
Week 21 to the end of the probationary period and thereafter - Establishment and progress tracking - Encouraging an autonomous work approach / self-driven completion of work - Provision of assistance as needed - Follow-up training - Specialisation - Qualification	(senior) HOD
Goal agreements, employee meetings, staff development	(senior) HOD