

Salon stylist and therapist induction checklist

ONBOARDING CHECKLIST TEMPLATE

Employee _____ Role _____ Start date _____

Buddy or manager _____

Induction From the signed offer to the end of the first month

TASK	DUE	DATE	INITIALS
Before the first shift			
☐ Check their license or qualification for the services they'll offer Keep a copy with the expiry date.	Before day 1		
☐ Check their insurance if they rent a chair or work as a contractor	Before day 1		
☐ Collect the contract, payroll or commission details and emergency contacts	Before day 1		
☐ Set up their login, column and services in the booking system	Before day 1		
First day			
☐ Tour the salon, dispensary, treatment rooms, laundry and staff area	Day 1		
☐ Show the exits, first aid kit, and how to report an injury or reaction	Day 1		
☐ Go through the hygiene and sanitation checklist at a station	Day 1		
☐ Explain how to store and dispose of chemicals and sharps	Day 1		
☐ Introduce them to the team and the salon's house style	Day 1		
First week			
☐ Train on the consultation and patch test procedure	Week 1		
☐ Train on bookings, payments, rebooking and client notes	Week 1		
☐ Go through the service standard, from the welcome to the farewell	Week 1		
☐ Train on the color or product ranges and the retail range	Week 1		
☐ Assist on services, and run the opening and closing checklists	Week 1		
First month			
☐ Do a full service observed by the salon manager or senior stylist Give feedback against your service standard and technical standard.	Month 1		
☐ Check every induction task is complete and signed	Month 1		
☐ Hold a 30-day check-in and agree targets	Month 1		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____