

## Inclusive Onboarding Checklist (LGBTQ+ Friendly)



### 1. Pre-Onboarding (Before Day 1)

- ☐ Ask new hire for preferred name and pronouns in pre-onboarding forms.
- ☐ Ensure name and pronouns are correctly reflected in email, HR systems, org charts.
- ☐ Avoid assumptions about gender identity or relationship status (use neutral language).
- ☐ Share information about the company's LGBTQ+ policies, values, and DEI efforts.
- ☐ Assign an onboarding buddy or mentor familiar with inclusive practices.

### 2. Welcome & Orientation

- ☐ Introduce yourself with your own pronouns to normalize sharing (e.g., "Hi, I'm Alex, and I use they/them pronouns.")
- ☐ Highlight the company's non-discrimination policy and commitment to inclusion.
- ☐ Provide access to gender-neutral restrooms, if available.
- ☐ Offer information about Employee Resource Groups (ERGs), especially LGBTQ+ networks.
- ☐ Ensure welcome materials use inclusive language (avoid binary terms like "ladies and gentlemen").

### 3. Workspace & Tools

- ☐ Make sure email signatures, team bios, and Slack/Teams names allow room for pronouns.
- ☐ Confirm that internal tools support chosen name display.
- ☐ Ensure dress code (if any) is gender-neutral and inclusive.
- ☐ Provide access to confidential HR support for any LGBTQ+-related needs.

### 4. Team Integration

- ☐ Brief the team on inclusive practices (pronouns, language, psychological safety).
- ☐ Avoid outing: do not disclose anyone's identity or pronouns without consent.
- ☐ Encourage team to use inclusive phrases like "everyone," "folks," or "team."
- ☐ Check in regularly during the first month to ensure the new hire feels safe and included.

### 5. Follow-Up (First 30-90 Days)

- ☐ Schedule 1:1s to gather feedback about the onboarding experience.
- ☐ Invite the new hire to participate in LGBTQ+ ERG or inclusion events - optional, never pressured.
- ☐ Provide training and resources for continued self-learning (e.g., pronoun guides, DEI modules).
- ☐ Monitor team dynamics for inclusion and address any microaggressions early.

### **Bonus: Manager Tips**

- [ ] Be proactive: Don't wait for someone to come out to make your space inclusive.
- [ ] Model inclusion from the top - your tone sets the culture.
- [ ] If you make a mistake (e.g., misgendering), apologize briefly and move on respectfully.