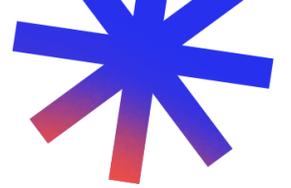


EMPLOYEE ONBOARDING CHECKLIST



PREPARATIONS

Step 1: Send a welcome email to your new employee

Status

Notes / Remarks

Welcome the new employee to the company

Include the relevant details about the date and time of start

Provide the details of their contact person including email and phone number

Attach or write a list of the documents they should share with you

Share the agenda of their first day

Share the company's dress code if you are back to the office

Share or attach information about the company

Check your tone and language on whether it fits your company's personality or not

Send the email to your new employee with a catchy subject line

Step 2: Send an email to your existing employees

Status

Notes / Remarks

Give information about the new employee's job title, department, and background

Share the new employee's start date, time, and location

Include a meet-and-greet activity (virtual or in-person) such as a welcome coffee time and date and ask them to attend

Step 3: Prepare the new employee's equipment and documents

Status

Notes / Remarks

Arrange the location of the new employee's workstation if you are back to the office

Order all necessary IT equipment

Create their profile in the HR system

Create emails and other needed accounts for the new employee

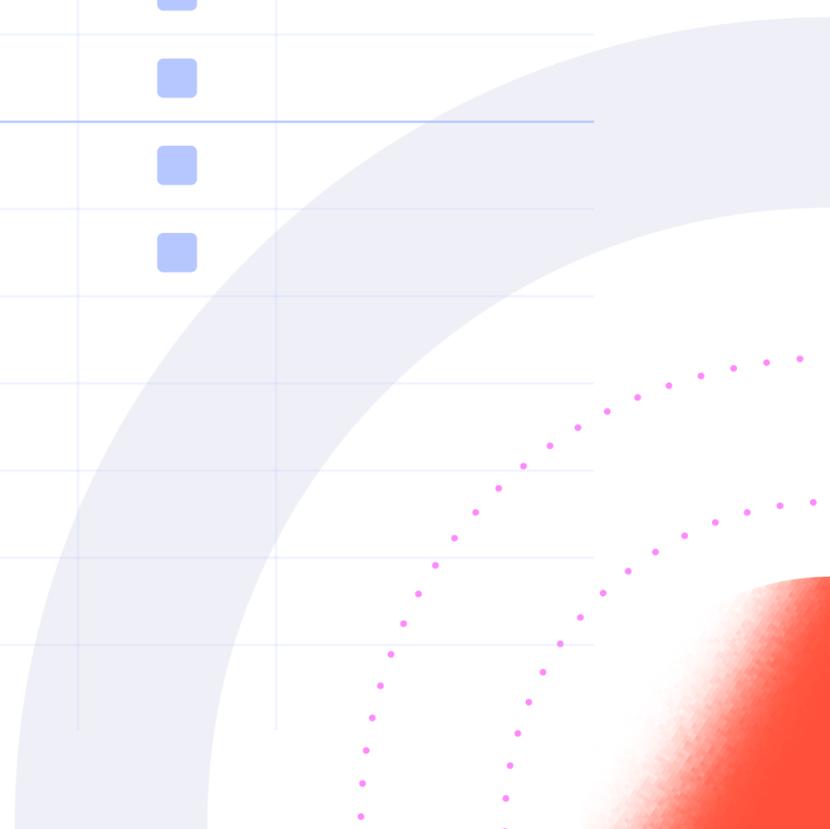
Ensure the ID cards or keys

Order the business cards

Add the new employee to mailing lists and calendar events

Prepare a welcome package

Prepare relevant HR related documents and forms





Step 4: First Day Welcome

Status

Notes / Remarks

Meet and greet your new employee

Introduce the new employee to their co-workers and department

Show the new employee their workstation and provide them with office supplies

Organize an office tour if you are back to the office

Introduce the new employee's onboarding buddy

Help setup their IT equipment and provide instructions for using the equipment

Deliver the necessary keys, cards (id, elevator card etc.) and check if they work

Provide all essential information, including the employee handbook, guides, rules, safety and security policies

Make sure they fill in necessary forms, contracts, etc.

Arrange a meeting with an employee supervisor / manager

Set up a welcome lunch or an event with the new employee and their team

Arrange a one-to-one meeting (remote or in-person) at the end of the day

Step 5: First Week

Status

Notes / Remarks

Check in with your new employee every day

Schedule regular meetings with different teams

Be sure to organize a meeting with the department head and all the key personnel

Organize and schedule necessary trainings

Ensure that all equipment and software needs are met

Organize remote social team-building activities and gatherings

Schedule a one-to-one meeting at the end of the first week

Step 6: First, third and sixt month checklist

Status

Notes / Remarks

Conduct an employee onboarding survey

Conduct a meeting about the employee's progress

Set a one-to-one meeting with the employee at the end of the each month

Gather feedback from the employee and check their feelings about the job

Organize social activities and gatherings

Schedule a three month and six month survey for the employee

