



Onboarding Best Practices: Checklist

Before Their First Day

- Send out paperwork and welcome package
- Provide a 'first day' checklist
- Send office access details
- Set up IT accounts
- Order keys and prepare workspace
- Plan the new hire's first week
- Choose a 'buddy'

On Their First Day

- Team introductions
- Explain the role
- Explain key processes
- Sort out payroll
- Clarify expectations and office routines

During Their First Week

- Full office tour
- Discuss progression opportunities
- Double-check basics
- Hold formal feedback meeting
- Discuss first project

Within the First Few Months

- Discuss training opportunities
- Arrange event attendance
- Review employee performance

