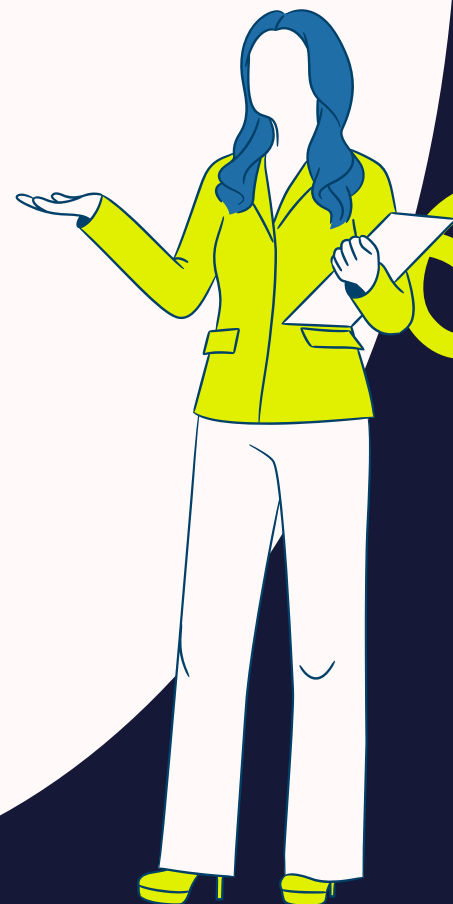


NEW HIRE ONBOARDING

CHECKLIST



NEW HIRE ONBOARDING CHECKLIST

DATE: _____

1. PRE-BOARDING: PREPARING FOR ARRIVAL

<input type="checkbox"/>	Send Offer Letter
<input type="checkbox"/>	Gather Signed Documents
<input type="checkbox"/>	Verify Background Checks
<input type="checkbox"/>	Set Up Technology
<input type="checkbox"/>	Prepare Workspace
<input type="checkbox"/>	Order Company Package
<input type="checkbox"/>	Send Welcome Email
<input type="checkbox"/>	Inform the Team
<input type="checkbox"/>	
<input type="checkbox"/>	

2. WELCOMING THE NEW HIRE

<input type="checkbox"/>	Meet the Team
<input type="checkbox"/>	Tour the Office
<input type="checkbox"/>	Provide an Organizational Overview
<input type="checkbox"/>	Review role importance
<input type="checkbox"/>	IT Orientation
<input type="checkbox"/>	Access to Company Resources
<input type="checkbox"/>	First-Day Agenda
<input type="checkbox"/>	Set Expectations
<input type="checkbox"/>	
<input type="checkbox"/>	

3. INTEGRATING INTO THE TEAM

<input type="checkbox"/>	Procure necessary devices (laptop, phone, etc.)
<input type="checkbox"/>	Set-up email, wifi, and any job specific software
<input type="checkbox"/>	Reserve and prepare workspace
<input type="checkbox"/>	Provide a brand welcome kit (if applicable)
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

4. FIRST DAY: INTRODUCTION

<input type="checkbox"/>	Greet the new employee
<input type="checkbox"/>	Provide security assets (ID, card, badge)
<input type="checkbox"/>	Conduct a building tour
<input type="checkbox"/>	Introduce new hire to the team
<input type="checkbox"/>	Send out new hire announcement email
<input type="checkbox"/>	Schedule a team lunch
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

NEW HIRE ONBOARDING CHECKLIST

DATE: _____

5. ORIENTATION & INITIAL TRAINING

<input type="checkbox"/>	Complete remaining paperwork
<input type="checkbox"/>	Discuss benefits and review employee handbook
<input type="checkbox"/>	Review safety and technology policies
<input type="checkbox"/>	Provide detailed training plan
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

ONGOING SUPPORT & CHECK-INS

<input type="checkbox"/>	Obtain onboarding feedback from new hire
<input type="checkbox"/>	Schedule a 1 week check in
<input type="checkbox"/>	Schedule a 30-day check in
<input type="checkbox"/>	Schedule a 90 day check in
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	



Thank You!

Ensure your new hires are set up for success with this comprehensive onboarding checklist. From pre-arrival preparations to ongoing support, this guide covers all the critical steps to create a smooth and welcoming transition into your organization. Start the onboarding process early and make sure no detail is overlooked.

Contact TeamBuilder Search today for a free consultation and explore how we can help you build your dream team.

Mark Whitman

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