

✓ Onboarding checklist: a smooth transition for new hires ✓

Pre-boarding (before the first day):

- Send a welcome email with company information, login credentials, and important documents.
- Optional: send a welcome package with company swag (t-shirt, water bottle, etc.) and resources (employee handbook, company culture booklet).
- Schedule a pre-boarding call to answer any questions and review logistics for the first day.

Day 1:

- Warm welcome from HR and manager.
- Company tour and introductions to key team members.
- Review of company policies, benefits, and procedures.
- Set up workspace (computer, phone, access to software).
- One-on-one meeting with the manager to discuss expectations and goals.
- Team lunch or social activity to facilitate connections with colleagues.

Week 1:

- Department-specific training sessions.
- Completion of any required online training modules.
- Introduction to key company tools and software applications.
- Progress check-in with the manager to address questions and concerns.
- Optional Buddy or mentor assigned to assist with acclimation.

Week 2-4:

- Continued role-specific training.
- Regular check-ins with the manager for feedback and support.
- Opportunities to participate in team projects.
- Performance review to discuss progress and set goals for the upcoming period.
- Optional: social events or team-building activities to foster engagement.

Month 1-3:

- Continued learning and development opportunities.
- Regular performance reviews and feedback sessions.
- Opportunities for increased responsibility and ownership of projects.
- Evaluation of long-term career goals and development opportunities within the company.
- Optional: satisfaction survey to assess onboarding experience.

Additional tips:

- Personalize the onboarding experience - tailor the onboarding process to the specific role.
- Provide ongoing support - make sure new hires have access to resources and guidance.
- Communicate regularly - keep new hires informed about company updates, events, and opportunities.
- Gather feedback - ask new hires for feedback on their onboarding experience to identify areas for improvement.