



New Hire Roadmap: Week One

Ensure a successful transition for positive ROI



Before Day 1

- Send a personal welcome email. For example:

Hi New Hire,

I just wanted to send a quick note to say how excited I am to have you join our team! As we discussed, HR will follow up with your formal offer paperwork and details. Your first day will be [day of week, time].

Plan to be at HQ located at [address]. The most convenient parking is [parking details]

Please bring hard copies of your I-9 Form supporting documents (either your passport OR driver's license and social security card).

Please let me know if you have any questions and we look forward to having you on the team!

Hiring Manager

- Prepare desk, supplies, parking, voicemail, etc. (download our [Onboarding Checklist](#) here)
- Send onboarding paperwork



Day 1

- Share company mission and values
- New Hire Welcome Lunch
- Finalize new hire documentation and review I-9 in person
- Review employee handbook and culture norms
- Review benefits, lunch breaks and leave requirements
- Walk through 30-60-90 ([Download Template Here](#))
- Training on technology (email, phone, software, etc.)



Day 2

- New hire 1:1 meetings with other team members
- Set job scope and performance expectations

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Day 3

- Communicate resources or networks required
- Discuss how work is routed and assigned



Day 4

- Assign the first work-related task
- Ensure inclusion on email distribution lists, etc.



Day 5

- Obtain feedback for week 1
- Schedule weekly 1:1s
- Monitor continuous performance



Are you looking to learn how to build and implement successful onboarding processes in your organization? Register for our course, [The Art of Onboarding](#), where we'll cover everything from onboarding metrics to ensuring compliance!

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