

# A Managers Checklist: Your New Hire's First Day

When heading into a new role, new hires are usually full of energy and enthusiasm—you should be too, which is why it's important to have a repeatable schedule in place to make their first day awesome and welcoming to your organization!

## Morning (8am - 12pm):

- ✓ Prepare your hire's workstation before they arrive, including:
  - New employee swag
  - A personalized welcome letter
  - A paper copy of your employee handbook
  - First-day agenda
  - Employee ID
  - Business cards
  - Office equipment such as a computer, cellphone, etc.
- ✓ Enthusiastically greet the new hire upon arrival.
- ✓ Give a thorough tour of the office including the new hire's desk and restroom.
- ✓ Review your company Culture Guide or key aspects of the organization and mission.

## Lunch (12pm - 1pm):

- ✓ Welcome lunch! Take your team and your new hire to lunch to begin the process of getting to know each other.

## Afternoon (1pm - 5pm):

- ✓ Logistics:
  - Set up accounts (CRM, email, etc)
  - Install any software applications
  - Share necessary manuals and guides
  - Review pay schedule and benefits
- ✓ Introduce the new hire's 30-60-90 day plan
- ✓ Recap the day



**BERNIE PORTAL**

*Onboarding doesn't stop after day one. It's important to keep the process moving with a great 30-60-90 day plan.*

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