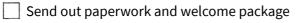


Onboarding Best Practices: Checklist

Before Their First Day



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