

ONBOARDING CHECKLIST

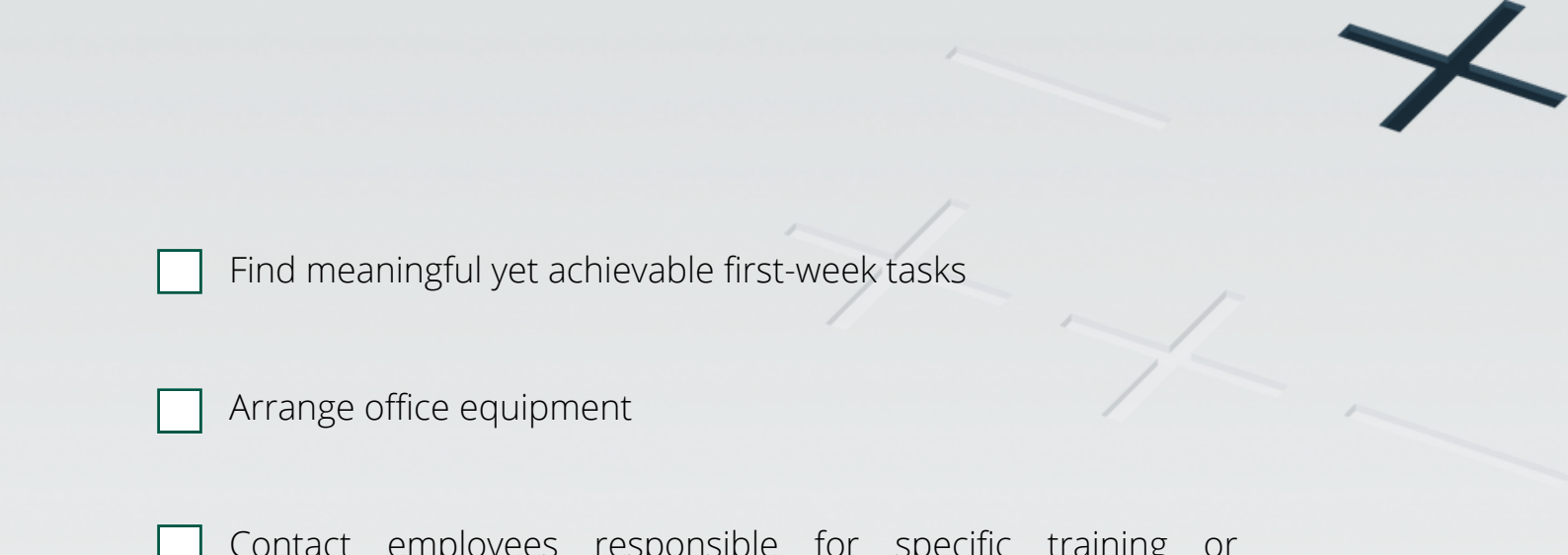
DURING THE RECRUITMENT PROCESS

- Start with a great job description. Download our [Job Description Template](#) to get started.
- Gain verbal acceptance from the candidate regarding contract terms and conditions
- Send out the formal offer to the candidate. Congratulate them once more and attach clear instructions as to how they should fill out the contract.

THE PREBOARDING PROCESS

Contact the manager responsible for the role directly with a list of pre-boarding to-do's.

- Acquire the new hire's login information to all systems
- Set up the new hire's calendar with meetings, trainings, and lunches
- Schedule 1:1 meetings
- Assign the new hire a buddy

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- Find meaningful yet achievable first-week tasks
 - Arrange office equipment
 - Contact employees responsible for specific training or orientation tasks. The earlier this is done the better.

THE PREBOARDING PROCESS

- Send a company-wide announcement about the new hire
- Contact the new hire with login information and instructions
- Set up soft-boarding initiatives
 - Add the new hire's profile to all relevant communication channels
 - Add new hire's profile to all relevant project management platforms
 - Send the new hire a "What to Expect" first-day email
- Send the first-day announcement about the new hire to the company

- Have an end-of-the-first-week meeting to gain feedback and set up on-going syncs
- {Optional} Arrange a gift basket
- {Optional} Take the new hire out for a team lunch
- {Optional} Announce the new hire on social media platforms

