

# Checklist for welcoming a new employee

1

## Send a welcome email

- Include first day start date and expectations
- List required paperwork
- Share key contact information
- Provide login credentials and access
- \_\_\_\_\_
- \_\_\_\_\_

2

## Organize their workspace and first day schedule

- Prepare their workstation
- If working remotely, send them the necessary equipment
- Send detailed first-day agenda

3

## Share relevant resources

- Round up relevant training materials and SOPs for onboarding
- Share resources for company culture and values
- Review job roles and responsibilities

## 4

### Schedule meetings with key team members

- Schedule a one-on-one meeting with their direct manager
- Set up intro meetings with important team members
- Connect with mentors or onboarding buddies

## 5

### Coordinate fun meet-and-greets

- Plan a welcome lunch or coffee break
- Organize virtual events for remote team members
- Introduce them to employee resource groups or other fun clubs

## 6

### Stay available for questions and feedback

- Plan ongoing check-in meetings
- Encourage and probe for feedback
- Share opportunities for structured feedback