

Onboarding Step-by-step

Learn from Brielle Rajkovich's experience at Square to onboard new employees at the company, team, and individual levels.

PRE-HIRE

START DATE



Input new employee in HRIS system



Send welcome email

Include first day schedule, directions to office, parking access, names/info on people they are meeting with, etc.



Remind new-hires to bring a valid form of ID for their first day

For example: a passport and/or a license and birth certificate



Provide I9 verification and tax forms



Allow employees to request preferred desk and equipment

For example: a standing desk, laptops, monitors, etc.



Share Employee Handbook and Benefits Guide



Collect signed NDA's



Provide a point of contact on the HR team

If they have any questions on their first day, they have a direct line.

ORIENTATION



Input new employee in HRIS system

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ORIENTATION

CONT.



Preferred desk/equipment set-up



Tour of the office/surroundings



Welcome desk with swag and treats



Inclusive environment and overview of company culture



Team "buddy" for lunch/company all-hands



Content on overview and history of company

WEEK ONE



Training and development



New hire introduction at company all-hands



Overview of functions/teams/people



Access to company intranet or directory

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THE FIRST THIRTY DAYS



Overview of individual role and specific job training



Company Vision



Intro to the executive team and advisors



Product Understanding



Market Approach



Client Success Stories



End of week check-in points



Goal Setting



“New Hires” Celebration Party



30 day face-to-face check-in

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DAYS SIXTY TO NINETY



60 day survey check-in



90 day survey check-in



Ongoing training, support, and feedback on performance/goals

