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