



The Only New Hire Onboarding Checklist You'll Ever Need



The week before

- Email your new hire to welcome them and give them a schedule for their first week.
- Assign a mentor and have them introduce themselves through email.
- Create your new hire's company email address and add it as a user to relevant software systems.
- Give your new hire access to their company email and assign them paperwork to be completed digitally ahead of time.



The day before

- Set up your new hire's desk with everything they need (e.g., computer, phone, office supplies, ID badge, directory).
- Put together a welcome package with company swag, personalized gifts, and messages from coworkers.



Day 1

- Have someone (preferably their manager or mentor) meet your new hire at the front door to give them a tour.
- Send a company-wide announcement email that includes your new hire's role and manager, and a short bio.
- Take your new hire to lunch with some of their coworkers (and pay for it).
- Most importantly, **make it memorable!**



Days 2 - 10

- Begin trainings on important processes, systems, and tools.
- Review the role description and responsibilities.
- Go over company history, culture, and values.
- Schedule shadowing sessions with workers in different departments.
- Communicate short-term and long-term goals to set expectations.
- Send your new hire an initial survey to rate their onboarding experience so far.



Days 11 - 30

- Go over company strategy, competitors, and market conditions.
- Start weekly mentor check-ins and manager one-on-ones.
- Invite your new hire to attend regular team meetings.



Days 31 - 60

- Assign your new hire their first collaborative project.
- Be generous with praise.
- Sit down and create a career development plan.



Days 61 - 90

- Assign your new hire their first solo project.
- Conduct your new hire's first performance evaluation.
- Send a final survey for your new hire to give feedback on their first three months on the job.