

First week checklist

Help the new employee and not overwhelm them

- Organise a welcome coffee if possible
- Provide access and inform them where to find company policies
- Check that the employee has had meetings with the department head, and all key people to their role
- Check short term goals have been set
- Check that all equipment and software needs are met
- Instruct the new employee about security and fire measures
- Plan additional training if needed
- Organize and invite the new employee to participate in team-building activities
- Set a one-to-one meeting at the end of the week
- Add a new employee to the birthdays' list to not miss it

REPLACE WITH
YOUR LOGO