

Pre-onboarding checklist

Be prepared for the new hire

- Send out a company-wide email announcing the new hire, with their name and position
- Announce their start date, and which office they will be working from
- If possible, inform coworkers of the time and place for a meet-and-greet
- Make sure that the head of their department is prepared for the new arrival
- Define where the new employee's workstation will be
- Order all necessary equipment
- Create their accounts in the HR system
- Create accounts, email, and other needed accounts for the new employee
- Order security cards and keys
- Prepare a welcome package
- Prepare HR related documents

REPLACE WITH
YOUR LOGO