New hire CHECKLIST

iCIMS

Onboarding starts when your candidate accepts your job and extends for 30, 60, sometimes 90 days after their first day.

It's key to focus on that time before day one to set new hires up for success and retain them longer.

Send new hires their portal, including:

- ☐ Branded welcome messages or videos that accurately showcase your company's culture and value. Consider a personal video message from their manager.

- ☐ Employee paperwork through automated online forms, such as I-9 and W-4.

- ☐ Start date, time, place, parking instructions, dress code and who to ask for upon arrival.

- ☐ Employee handbook.

Introduce new hires around:

- ☐ Send a welcome/introduction email to your team, copying your new hire. Share their accomplishments and what experience they bring from previous jobs.

- ☐ Select a mentor for your new hire. This person should be experienced with your company and know the ins and outs of how things get done. If you're bringing in a class of new hires at one time, introduce them to one another via email.

- ☐ Invite new hires to ongoing meetings and set up introductions with co-workers and key stakeholders during their first few weeks.

- ☐ Arrange lunch with your new hire's team during their first week. For remote employees, consider a gift card for a local restaurant or delivery service.

Get their work area set up:

- ☐ Ensure their computer and workstation are ready, including office supplies they'll need. Check in with remote employees to ensure their equipment arrived and that they have everything.

- ☐ Set up their email and any essential usernames or logins.

- ☐ Make copies of keys or program their key card; have their badge ready at reception.

- ☐ Create a 30-60-90-day plan with goals and first projects to focus on.

- ☐ Put together a welcome packet with job description, team member bios, building map, organization chart, etc.

Once your new hires arrive, keep momentum going. Share:

- ☐ Expectations in their role and on their team.

- ☐ Online resources to read, bookmark and reference.

- ☐ Schedule of trainings to take and where.