

# Employee Onboarding Checklist

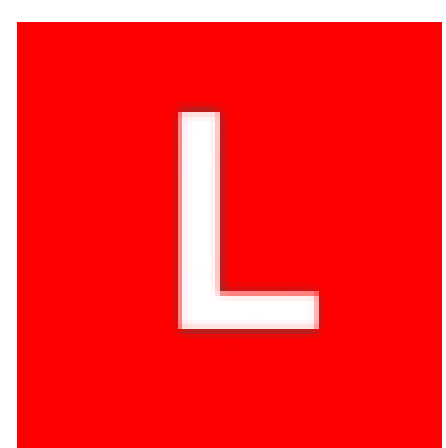
## Introduction:

### Before first day:

- Prepare paperwork
- Approval: Employee paperwork
- Discuss role, goals and projects with supervisor
- Prepare employee's workstation
- Give access to any tools they will need
- Create accounts
- Assign required reading
- Prepare benefits package
- Provide a job description with responsibilities

### First day:

- Welcome to the team
- Tour of the office
- Assign training material
- Explain your expectations
- Induct into company culture
- Assign a mentor
- Take out to lunch



## First week:

- Assign first project
- Approval: First project
- Explain expectations for the following month
- Meet to check over paperwork

## First month:

- Plan check-in meetings
- Explain long-term goals
- Provide reading material for personal growth
- Encourage them to socially interact with the team
- Review onboarding process over the next 60 days