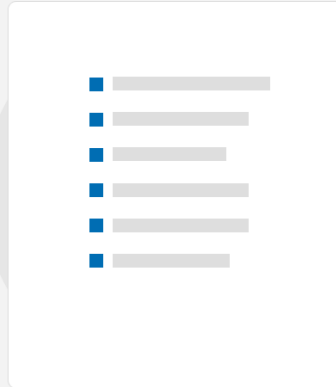


The Ultimate New Hire Checklist

A Checklist for Everything You Need to Do When You Hire a New Employee



Housekeeping items before the employee's first day:

- PEOPLE TO PING
 - Personnel
 - Payroll
 - Benefits
 - IT
- THINGS TO REQUEST
 - Desk setup from facilities department.
 - Software/hardware for new hire's specific role.
 - Email is added to Employee Directory and distribution lists.
 - Phone and voicemail setup.
- NEED TO DO
 - Gather new hire paperwork from payroll and benefits.
 - Organize new hire lunch.
 - Print nametags for new hire orientation.
 - Schedule badge and employee photos.
 - Prepare parking permit information/ paperwork (if applicable).

Set up timesheet(s) (optional).

Awesome extras that will surprise and delight:

- Get welcome card and have recruiting team sign.
- Order and place balloons on new hire's desk.
- Order breakfast to be delivered to orientation.
- Plan icebreaker activities for orientation.
- Order company swag: t-shirts, notebooks, pens, water bottles.
- Mail a t-shirt and welcome note to their home address.
- Have hiring manager and teammates text or email new hires, expressing their excitement to have them join.
- Load USB stick with welcome videos, benefits videos and new hire welcome guide. Send to new hires home 1 week before first day.
- Arrange for hiring managers to meet new hire after orientation.
- Book with exec leader for orientation.
- Have hiring manager identify employee(s) with similar responsibilities to be a buddy.

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