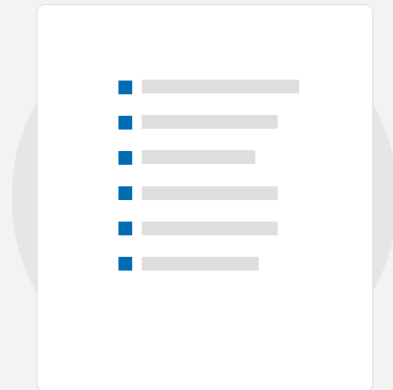


The Ultimate New Hire Checklist

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 for new hire.

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