The Only New Hire Onboarding Checklist You'll Ever Need

How to Execute the Perfect 90-Day New Hire Onboarding Process



The week before Email your new hire to welcome them and give them a schedule for their first week. Assign a mentor and have them introduce themselves through email. Create your new hire's company email address and add it as a user to relevant software systems. Give your new hire access to their company email and assign them paperwork to be completed digitally ahead of time. The day before Set up your new hire's desk with everything they need (e.g., computer, phone, office supplies, ID badge, directory). Put together a welcome package with company swag, personalized gifts, and messages from coworkers. Day 1 Have someone (preferably their manager or mentor) meet your new hire at the front door to give them a tour. Send a company-wide announcement email that includes your new hire's role and manager, and a short bio. Take your new hire to lunch with some of their coworkers (and pay for it). Most importantly, make it memorable!

Days 2 - 10
Begin trainings on important processes, systems, and tools.
Review the role description and responsibilities.
Go over company history, culture, and values.
Schedule shadowing sessions with workers in different departments.
Communicate short-term and long-term goals to set expectations.
Send your new hire an initial survey to rate their onboarding experience so far.
Days 11 -30
Go over company strategy, competitors, and market conditions.
Start weekly mentor check-ins and manager one-on-ones.
Invite your new hire to attend regular team meetings.
Days 31 -60
Assign your new hire their first collaborative project.
Be generous with praise.
Sit down and create a career development plan.
Days 61 - 90
Assign your new hire their first solo project.
Conduct your new hire's first performance evaluation.
Send a final survey for your new hire to give feedback on their first three mon Make jand Share Free Checklists
checkli.com