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 months on the job.