# Employee Onboarding: The Complete Guide

- [ ] Create an agenda for their first week.

- [ ] Make sure their desk is properly set up.

- [ ] Give them a warm welcome (gift, swag, etc).

- [ ] Send them helpful links, guides, documents (ideally before they even start).

- [ ] Make their first day special (make them feel comfortable).

- [ ] Set goals and expectations from day one.

- [ ] Check in frequently to ask for feedback.

- [ ] Be patient. Good onboarding takes time.

- [ ] Pair them up with a mentor.