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.

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