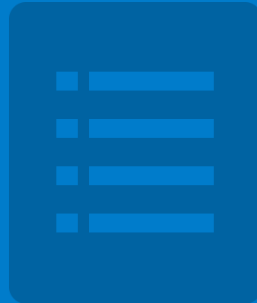


Pre-Onboarding Checklist



GATHER THE FOLLOWING MATERIALS:

- Your company's employee handbook
- A nameplate or employee ID
- A calendar
- Business cards
- Necessary office equipment (phone, computer, etc)

PREPARE THEIR WORK AREA:

- Assign the new hire a workstation
- Gather reference material such as phone directory,
- Organization Charts, voice mail instructions, etc..
- Put together Some company gear Such as t-shirts, Pens, and mugs

TASKS FOR THE SUPERVISOR TO COMPLETE:

- Organize a hire lunch
- Secure an email address and phone number
- Schedule employee photos
- Prepare an Onboarding packet

- Schedule trainings
- Prepare a new hire introduction email
- Add the employee to the online onboarding platform

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