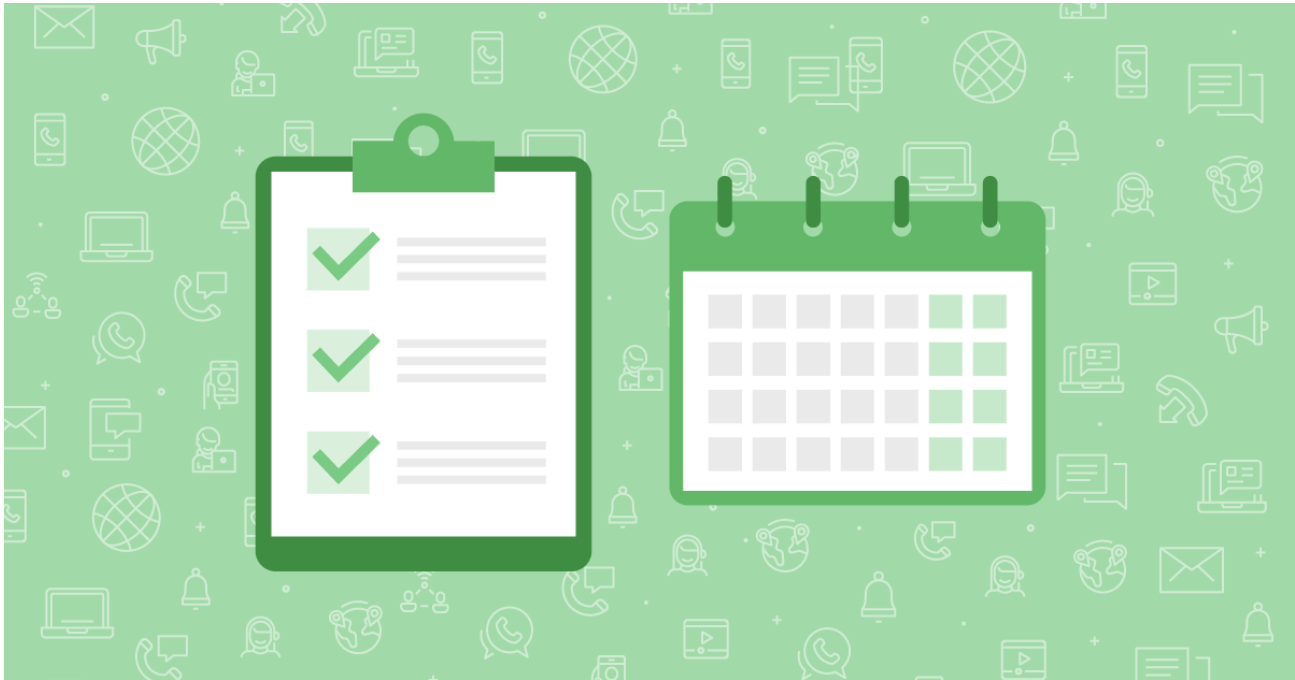


# Freelancer Onboarding Checklist

Each time you hire a new freelancer to join your team, complete these processes to ensure a smooth and efficient onboarding experience for your new team member.



- ☐ Basic introduction of the company and objectives for the project
- ☐ Collect all necessary contact details from freelancer
- ☐ Send out/receive contract (if necessary)
- ☐ Send/email a welcome packet (if necessary)
- ☐ Freelancer introduction email or call to other team members
- ☐ Set up communication (email, software, etc)
- ☐ Establish communication guidelines, checkins, meetings, etc
- ☐ Set up platforms (which tools will be used to complete the project)
- ☐ Send/email company/blog style guidelines (if necessary)
- ☐ Send/email article/blog guidelines
- ☐ Send/email all project information and project guidelines
- ☐ Set up expectations and deliverables (including timeline and schedule)
- ☐ Establish payment method and schedule