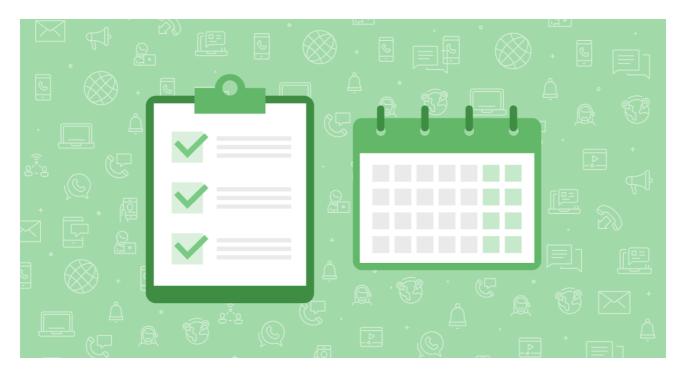
Freelancer Onboarding Checklist

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