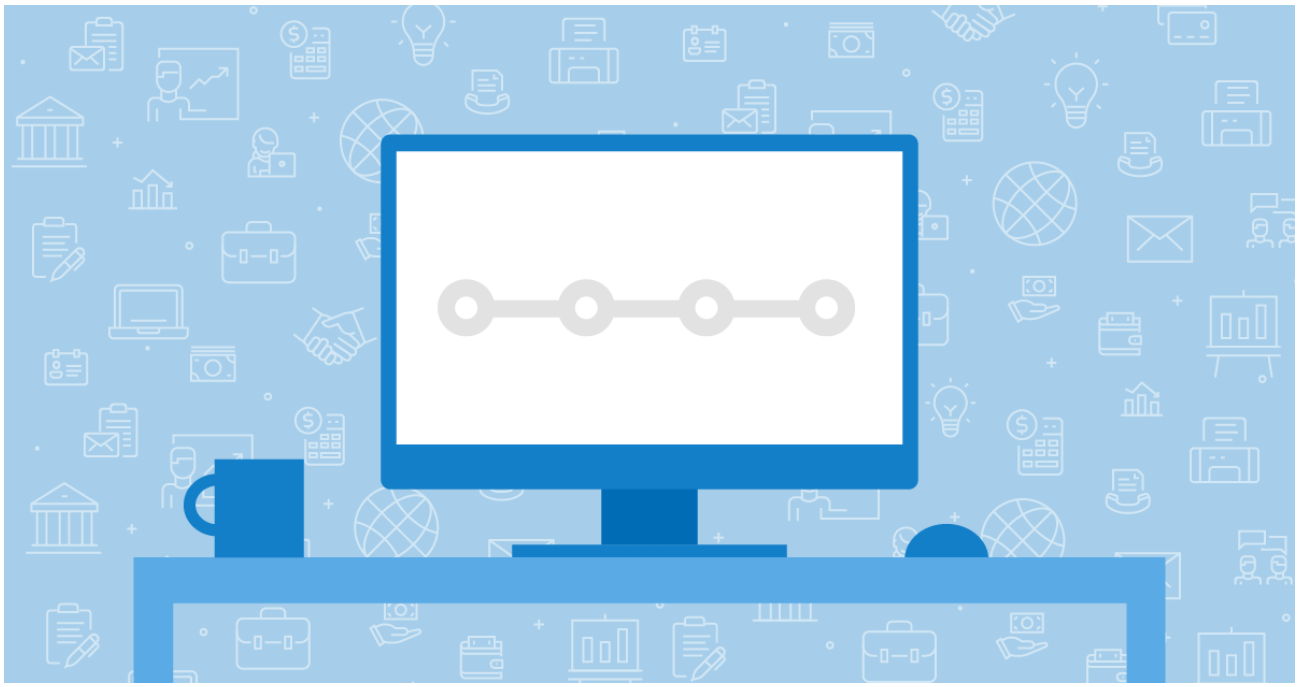
Content Writer Onboarding Checklist

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



INTRODUCTION and SET UP

- [ ] Give a basic introduction of the company and objectives for the project
- [ ] Collect all necessary contact details from content writer
- [ ] Send out/receive contract (if necessary)
- [ ] Set up communication (email, software, etc)
- [ ] Set up platforms (WordPress) (which tools will be used to complete the project)

ONBOARDING

- [ ] Add and include all project information and project guidelines to onboarding document
- [ ] Add communication guidelines, check-ins, meetings, etc to onboarding document
- [ ] Add expectations and deliverables (including timeline and schedule) to onboarding document
- [ ] Add article/blog guidelines to onboarding document (https://www.checkli.com/checklists/officialcheckli/freelancer-blog-post-checklist)
- [ ] Add company/blog style guidelines to onboarding document
- [ ] Establish payment method and schedule
- [ ] Send/email a welcome packet/ create and send onboarding document