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 |
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| 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 Make and Share Free Checklists |

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