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

Make and Share Free Checklists

checkli.com