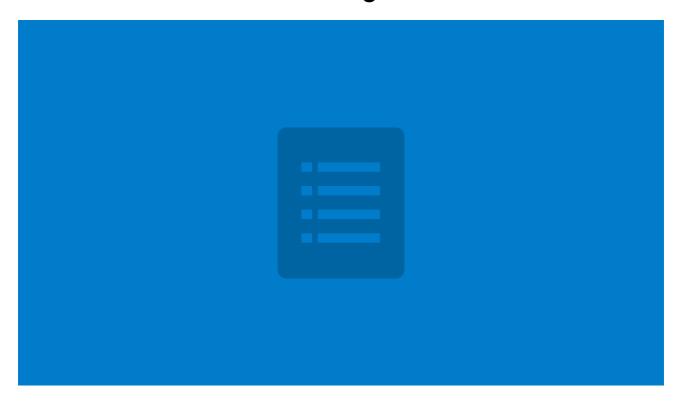
## **Pre-Onboarding Checklist**



## GATHER THE FOLLOWING MATERIALS: Your company's employee handbook A nameplate or employee ID A calendar Business cards Necessary office equipment (phone, computer, etc) PREPARE THEIR WORK AREA: Assign the new hire a workstation Gather reference material such as phone directory, Organization Charts, voice mail instructions, etc.. Put together Some company gear Such as t-shirts, Pens, and mugs TASKS FOR THE SUPERVISOR TO COMPLETE: Organize a hire lunch Secure an email address and phone number Schedule employee photos

Prepare an Onboarding packet

Schedule trainings	
Prepare a new hire introduction email	
Add the employee to the online onboarding platform	Make and Share Free Checklists checkli.com