

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

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