Before the employee's start date:

1. Send the employee an email welcoming them to the company and confirming their start date and time.
2. Send the employee any necessary paperwork to fill out (e.g. tax forms, direct deposit information, employee handbook) and provide instructions for returning the paperwork.
3. Set up the employee's email, computer, and any other necessary technology and provide instructions for accessing them.
4. Create a schedule for the employee's first week, including orientation and training sessions.

On the employee's first day:

1. Greet the employee and introduce them to their team and manager.
2. Provide the employee with an overview of the company and its mission.
3. Review the employee handbook and any company policies or procedures.
4. Review the employee's job description and goals.
5. Give the employee a tour of the office and introduce them to key personnel.
6. Set up any necessary accounts, such as email and other software accounts.

During the first week:

1. Provide the employee with training on any necessary software or tools.
2. Assign a mentor or buddy to help the employee navigate the company culture and answer questions.
3. Schedule one-on-one meetings with the employee's manager and team members to discuss job responsibilities and answer any questions.
4. Provide the employee with an overview of the company's benefits package and how to enroll.
5. Review the company's code of conduct and any ethical guidelines.
6. Provide the employee with an overview of the company's performance review process.

During the first month:

1. Schedule additional training or shadowing opportunities as needed.
2. Provide the employee with an overview of the company's products or services and how they fit into the company's strategy.
3. Discuss the employee's career goals and opportunities for growth within the company.
4. Provide the employee with opportunities to meet with other departments or teams to learn about the company's overall operations.
5. Solicit feedback from the employee on their onboarding experience and make adjustments as needed.