**Checklist for pre-boarding**

* Send the new hire a copy of the job contract and the offer letter.
* Verify the new hire's suitability for employment by gathering and examining the necessary paperwork.
* Confirm the start date and time for the new employee. Also, let them know where to park and what to wear.
* Give the new employee a timetable for orientation and any pertinent documents they should review before their start date, such as company policies and procedures, benefit details, and training materials.
* Assign a mentor or onboarding buddy to assist the new employee in adjusting to the work environment and business culture.
* Create the new hire's email account and any other required accounts, including those for software and access to internal networks.
* Inform the appropriate teams and departments of the new hire's start date and duties, and offer any support or training that may be required.
* Set up the new employee's workspace, including the computer, phone, and any other tools or materials that may be required.
* Make sure the new hire is informed of any licenses or certifications needed for their job before scheduling any necessary training or certification courses.
* Send the new employee a welcome email introducing them to the team and outlining any resources or additional information that will help them get ready for their first day.

**Checklist for first-day instruction**

* Introduce the new employee to the team and your coworkers.
* Give a tour of the office and present the important people and locations.
* Examine and approve all required documentation, including the employee handbook, tax forms, and enrollment in benefits.
* Setup any required accounts or program access on the new employee's computer and phone.
* Give a broad overview of the purpose, principles, and culture of the business.
* With the new employee's manager, go over the work duties and performance criteria.
* Describe the company's policies and practices, including its safety and security measures.
* Organize any required program and tool training for your business.
* Assign a mentor or buddy to assist the new employee in adjusting to the work environment and business culture.
* Plan check-in sessions to make sure the new employee is adjusting well.

**First Week:**

* Set up a one-on-one meeting with the new employee's manager to go over duties, performance standards, and career growth possibilities.
* As well as any pertinent training sessions or seminars, give additional training on software and tools that are specific to your business.
* To assist the new hire in settling into their position, assign any required projects or tasks.
* Introduce the new employee to cross-functional teams and give them a rundown of how things work at the business.
* Schedule any training or certification programs that are necessary, and make sure the new employee is aware of any licenses or certifications that are necessary for the job.
* Establish regular check-ins to see how the new employee is adjusting and to resolve any queries or worries.

**First Month:**

* To assist the new hire in maintaining the development of their skills and expertise, offer ongoing support and training.
* Set up meetings with managers and important stakeholders to discuss comments and progress updates.
* Encourage the new employee to participate actively in their onboarding procedure and to share their thoughts on the process.
* Give the new employee additional tools and resources to help them succeed, like job aids or online learning modules.
* Review the new hire's work to date and, if necessary, offer helpful criticism and support.
* To evaluate the new hire's success and set objectives for their ongoing development, schedule a formal review meeting.

Employers can make sure new employees are completely assimilated into the company culture and working environment and have the support and resources they need to succeed in their new position by following this onboarding checklist for the new hires.