

ONBOARDING CHECKLIST

Congratulations we've secured your best candidate!
Now it's time to get everything ready for them joining.
Here's a cheat sheet to help you welcome your new starter

- Contact your HR team and arrange for an offer letter, contract & employee handbook to be sent to the new employee before their start date
- Order IT equipment (have you thought about a laptop, a mobile phone or a phone line, sort out any working from home arrangements)
- Have you organized their workspace, where are they going to be working, do they need a desk, chair, anything additional?
- Arrange for an email address & check it's working
- Plan the induction
 - Arrange 121s with all the key people they need to meet
 - Book in time for them to read through Company Documents, Handbook & Policies & carry out any desk training/online courses in their first few weeks
 - Make sure they have all the details they need for their key contacts
 - Provide an up to date Org Chart so they know who is who
- Check payroll have all the info they need
- Check all the system accesses are in place, tested & working
- Do you have a buddy system sorted?
- Clear your diary for their first day so you are available
- Set time aside to show them around the building
- Arrange a lunch with them & the team to get to know each other on their first day
- Keep in touch between now and starting - what can you include them in before they join, think team meetings & company updates

These ideas make for a great onboarding experience.

**Don't have a HR Team? Love the sound of all of this but
Not sure where to start? We can help, just ask!**

