

# Onboarding New Employees Guide

## Before the First Day

- ☐ Send a welcome email with start date, start time, and what to bring.
- ☐ Prepare the workspace.
- ☐ Set up email, software, and accounts.
- ☐ Assign a mentor or point of contact.



## First Week

- ☐ Provide basic training on tools, software, and equipment.
- ☐ Arrange for new employee to shadow an experienced employee if needed.
- ☐ Check in regularly to answer questions.
- ☐ Set short-term goals and expectations.

## First Day

- ☐ Give a warm welcome and office tour.
- ☐ Introduce team members.
- ☐ Review the Employee Handbook and general policies.
- ☐ Go over job expectations and daily tasks.
- ☐ Set up payroll, benefits, and any paperwork.
- ☐ Explain who their supervisor is and the reporting or organizational structure.

## First Month

- ☐ Give feedback on performance and progress.
- ☐ Ask for feedback on the onboarding process.
- ☐ Offer additional training if needed.
- ☐ Help the employee feel part of the team.