

PRE-BOARDING CHECKLIST

A preboarding checklist is essential for efficiently welcoming new hires and outlining necessary steps. The following checklist ensures a smooth and welcoming start for new hires, helping them feel prepared and valued before their first day.

- Send a Welcome Email
- Prepare Employment Contract and Offer Letter?
- Set Up Payroll and Benefits
- Provide Technology and Equipment
- Create an Onboarding Schedule
- Assign a Buddy or Mentor
- Prepare the Workstation if In-Office
- Create a Welcome Package
- Introduce the New Hire to the Team
- Set Up Access to Company Systems
- Prepare HR Documentation
- Plan a First-Day Orientation
- Arrange for IT Support
- Prepare Training Materials
- Verify Legal Compliance
- Send a Reminder Email
- Prepare the New Hire's Calendar
- Create a Company Overview Document
- Plan a Team Lunch or Virtual Meet-Up
- Prepare Emergency Contact Information
- Set Up Performance Goals
- Review Company Policies
- Confirm First-Day Logistics
- Prepare for an Introductory Meeting with the CEO or Senior Leadership
- Test All Systems

