Onboarding Checklist

- ☐ Give them a warm welcome

- ☐ Send/prepare a welcome package

- ☐ Arrange access to their logins and employee information

- ☐ Assign them a key contact or mentor to check in with/ask questions to

- ☐ Explain who to go to for continued support

- ☐ Schedule a follow-up meeting with them to discuss their first few days

- ☐ Schedule coaching/check-ins for their career path

- ☐ Implement/explain the process in place for new hires to provide feedback

PIVOT EDGE