

Make onboarding a priority - Make it about the new starter

- Decide who needs to be part of the Onboarding process
- Invite the new team member to a team meeting prior to starting - Meet & Greet
- Set up meetings with Key Stakeholders
- Ask the new team member who else they might like to spend time with
- Prepare new hire paperwork
- Send documents to be read and signed prior to starting, plus onboarding itinerary
- Organize IT equipment so everything is ready, e.g. Laptop, Logins, Mobile Phone
- Create a Welcome Pack of company-branded items and office supplies
- Organize company car in advance of the start date
- Send round a New Employee Internal Announcement - Company-Wide
- Pre-arrange lunch for Day 1 - ideally with Direct Superior and 1 or 2 peers
- Day 1 - Ensure reception is aware to expect the new arrival
- Meet & Greet by Direct Superior - Ice-Breaker over coffee
- Health & Safety Induction & Site Tour - Introduce to all department heads
- Communicate expectations for the first, third and sixth month
- Share any corporate presentations or videos - provide time for Q+A's
- Schedule regular 121s, including an Onboarding Feedback Review
- Set them up with a buddy
- Talk through the schedule for the remainder of the first week