

PREBOARDING CHECKLIST: A GUIDE TO SETTING NEW HIRES UP FOR SUCCESS



What is Preboarding?

Preboarding starts after an employee accepts an offer but before their first official day.

Steps for Effective Preboarding:

1. **Organizational Welcome:**
 - Invite the employee and their family for an official tour.
 - Provide a tour of the local community or facility.
2. **Clear Communication:**
 - Send benefits information, key organizational materials, and structure charts via email or mail.
3. **Thoughtful Gestures:**
 - Deliver care packages to show appreciation.
4. **Assign a Buddy:**
 - Pair new hires with a teammate to guide them through the process.

Problems Without Preboarding:

- New hires feel isolated and overwhelmed.
- They may feel lost or unprepared on Day 1.
- Lack of connection encourages job-hopping.

Benefits of Strong Preboarding:

- Creates a warm, welcoming environment.
- Fosters loyalty and organizational buy-in.
- Prepares new hires for a confident start on Day 1.
- Reduces turnover and builds resilience within the team.

Preboarding: Building Engagement Before Day 1!