HR/Team Member Onboarding Checklist

Name of New Hire

Title

Hiring Manager

Start Date

Before Start Date

- Send manager "New Team Member" email w/ 100 Day Plan and Manager Onboarding Checklist

- Send "Welcome" email to new hire (ask for bio, pic, shirt size)

- Send flowers (female) or Starbucks gift card (male)

- Add new hire to the office seating layout

- Send "New Hire Announcement" email to all stakeholders

- Receive 100 Day Plan from hiring manager

- Send "Onboarding Buddy Duties" to selected stakeholder

- Create new hire 2-week agenda

- Send "First Day Details" email to new hire

- Send hiring manager 1-week agenda, 100 Day Plan, performance review, & One Address PowerPoint

- Set up office space

    - Calendar, company brochure, value prop documents, informational documents

    - Company swag

    - Note pad, pens, highlighter, post-it notes, stapler, tape, paper clips, binder clips, push pins

    - Kleenex, trash can, chair

    - Optional: welcome card, chamber of commerce packet (if new to town)

After Start Date

Send "New Hire" email for headshot and bio information

Schedule 90-Day Check-In Meeting w/ HR or 3rd Party

Schedule 90-Day Check-In Meeting w/ hiring manager

Send 7 Day Onboarding Feedback Survey

Add new hire to org chart

Send headshot and bio information to Meg for the website

Send 30 Day Onboarding Feedback Survey