

Pre- & Onboarding Checklist

WHAT?	WHO?	WHEN?
PREBOARDING		
Invite new colleagues to team events in advance		
Order and set up hardware / Create necessary accounts		
Send a welcome email before the start date, including a welcome message from the CEO / team & the link to the preboarding app.		
Set up workstation / provide welcome gift		
Inform the team about the new hire and the start date		
Create and share onboarding plan and goals		
Invite new colleagues to all important appointments		
Assign an experienced colleague as a buddy for the first week		

WHAT?

WHO?

WHEN?

ONBOARDING

Issue employee ID card & key		
Share lunch date on the first day of work		
Talk about mutual expectations		
Share dates for trainings		
Share onboarding plan with onboarding goals		
Share feedback conversations with the new colleague		
Set up and check created accesses		