

New Employee Onboarding



Prior to First Day

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|--|---|
| ☐ Confirm start date and time | ☐ Welcome kit (greeting letter, promotional items, etc.) |
| ☐ Information to access the building (if necessary) | ☐ Fill out the employee form |
| ☐ First day schedule (with whom, what) | ☐ Prepare contract of employment |
| ☐ Purchases (computer or other necessities) | ☐ Update the organization chart |
| ☐ Email Setup | ☐ Notify the person in charge of payroll |
| ☐ Request access for the different tools | |

First Day

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|--|---|
| ☐ Introduce the department's team | ☐ OHS Policy presentation |
| ☐ Office tour | ☐ Workspace presentation |
| ☐ Present the Welcome kit | ☐ Explain Other various documents |
| ☐ Introduce the perks (gym, shower, coffee machine, etc.) | ☐ Tools overview (HRIS, mailbox, etc.) |
| ☐ Hand out the Safety equipment (if applicable) | |





First Week

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|--|---|
| ☐ Organize a Team lunch or dinner | ☐ Discuss and describe the goals of the probation period |
| ☐ Introduction to the rest of the team (if necessary) | ☐ Clear definition and explanation of various roles |
| ☐ Explain Other various documents | ☐ Explain mission, vision and values of the organization |
| ☐ Available resources overview (training, colleagues, etc.) | |

... but it doesn't stop there!

Add these tasks in your Onboarding module to welcome your new colleagues in an impeccable and memorable way.



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	Employee #	Working site	Department	Position	Tasks to do	End date
 Folk, Stéphane	2129	Légoland	Engineering	Engineer	0/9	2018-02-11
 Folk, Jimmy	4990	Block Street	Engineering	Engineer	9/19	2023-03-25
 Folk, Catherine	3281	Block Street	Administration	Marketing director	10/13	2019-11-02