

# 12-Step New Employee Onboarding Checklist



## Pre-Onboarding:

- ✓ 01 **-- Prepare Offer Letter and Paperwork:**  
Ensure that all necessary paperwork, including contracts, tax forms, and any other legal documentation, are prepared and sent.
- 02 **-- Technology Setup:**  
Set up their email, provide necessary hardware (computer, phone etc.), and ensure they have access to necessary software and systems.
- 03 **-- Schedule First Day:**  
Set an agenda for their first day that includes a company tour, team introductions, and initial training.
- 04 **-- Notify the Team:**  
Inform the team about the new hire's start date and role.
- 05 **-- Prepare Workspace:**  
Arrange a workspace with all the necessary supplies.

## First Day:

- 06 **-- Welcome Meeting:**  
Give a warm welcome and a tour of the office/facilities.
- 07 **-- Introductions:**  
Introduce the new hire to their team and other key members of the company.
- 08 **-- Review Agenda:**  
Outline what the new employee can expect in the first few weeks.
- 09 **-- First Day Training:**  
Start with basic training on job role, responsibilities, and company policies.

## First Week:

- 10 **-- Company Policies:**  
Provide training on company policies, including compliance issues, health and safety, and data security.
- 11 **-- Job-Specific Training:**  
Begin more intensive, role-specific training.
- 12 **-- Meetings:**  
Arrange meetings with key team members and managers.

# Employee On Boarding Guide Comptia

**Glen D. Singh**



## **Employee On Boarding Guide CompTia:**

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