

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.

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these are the two types of bonds out of which every compound is made of 2 example of compounds example of compounds
includes water H_2O hydrogen peroxide H_2O_2 etc

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water are composed of molecules that is they are molecular compounds sodium chloride on the other hand contains ions it is
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molecular compounds covalent compounds result when atoms share rather than transfer gain or lose electrons covalent
bonding is an important and extensive concept in chemistry and it will be treated in considerable

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it is ionic write the symbols for the ions involved a NF_3 b BaO c NH_4Cl d SrH_2 e PO_4^{3-} f Na_2O answer a answer b
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and nothing else so it is pure when we mix two different pure

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name a molecular compound to name a compound its the prefix name of first element prefix and name of the second element
with the suffix ide the prefixes are as follows mono 1 di 2 tri 3 tetra 4

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substances as water H_2O H_2O and carbon dioxide CO_2 CO_2 these compounds are very different from ionic compounds like
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ch 2 ch 3 answer a answer b answer c answer d problem 4 4 1 3 calculate the molecular or formula mass of each of the following a p 4 b h 2 o c ca no 3 2 d ch 3 co 2 h acetic acid

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