

Onboarding New Employees Guide

Before the First Day

- Send a welcome email with start date, start time, and what to bring.
- Prepare the workspace.
- Set up email, software, and accounts.
- Assign a mentor or point of contact.



First Week

- Provide basic training on tools, software, and equipment.
- Arrange for new employee to shadow an experienced employee if needed.
- Check in regularly to answer questions.
- Set short-term goals and expectations.

First Day

- Give a warm welcome and office tour.
- Introduce team members.
- Review the Employee Handbook and general policies.
- Go over job expectations and daily tasks.
- Set up payroll, benefits, and any paperwork.
- Explain who their supervisor is and the reporting or organizational structure.

First Month

- Give feedback on performance and progress.
- Ask for feedback on the onboarding process.
- Offer additional training if needed.
- Help the employee feel part of the team.