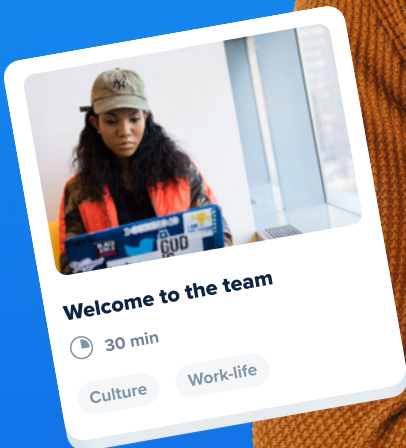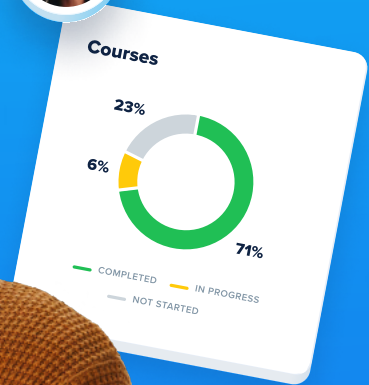# eloomi

Onboarding checklists

Start your new hires out on the right foot with our free onboarding checklists, from pre-onboarding to the first month of training.

Courses

23%

6%

71%

— COMPLETED   — IN PROGRESS
— NOT STARTED

Welcome to the team

🕑 30 min

Culture   Work-life

New hire onboarding checklist

☐ **Guided tour of the office**

Begin the journey with a comprehensive office tour. It's an excellent way to help new team members familiarize themselves with their surroundings and feel more at ease. Remember, the objective of an onboarding new employees checklist is not just about formalities, but also about making them feel comfortable and welcome.

Onboarding remote workers? Substitute with an online introduction to the organization, including departments, teams, and key people your new hire can reach out to over the coming days!

☐ **Workspace personalization and setup**

Next, assist your new employee in setting up their workspace. Whether it's arranging physical desks or setting up virtual workspaces, it's crucial to equip them with the right tools and resources to perform their tasks efficiently.

☐ **Completion of HR paperwork**

Ensure that new hires complete all HR documents promptly. This administrative part of the onboarding checklist for new employees helps set the employment relationship on a solid legal and formal footing.

If you have a digital onboarding process, you can even include these documents as part of your **preboarding** and ensure completion ahead of day one.

☐ **Assign essential training**

Don't forget to assign relevant training materials as part of the onboarding of an onboarding new employee checklist. These can equip them with the necessary skills and knowledge to excel in their roles.

Looking for inspiration? Get **pre-built onboarding training** from eloomi, with everything from compliance essentials to sales and product training.

☐ **Clear communication of role expectations**

Having a clear conversation about expectations is vital. Clearly outline what is expected of them in terms of responsibilities, performance, and conduct. This helps in aligning your new hire's efforts with the company's objectives from the get-go.

☐ **Introduction to the company culture**

Make sure to discuss the company culture. Understanding the organization's values, ethos, and working style will help new employees to adapt more swiftly and contribute positively. Include this as one of the key items in your employment onboarding checklist.

☐ **Mentorship and buddy system assignment**

Finally, it's a great idea to assign a mentor or buddy as part of your onboarding process. This person can offer invaluable guidance, answer any queries, and provide moral support, significantly enhancing the experience for your new hires.

With such a comprehensive approach, you're setting the stage for a smooth, quick, and efficient integration of every new team member into your workspace.

Pre-boarding checklist

Pre-boarding allows you to help your new hire feel prepared and valued from day one.

Send a welcome email (or package!)

Shoot over a friendly welcome email to your new hire. It's a simple gesture that can set a positive tone for their start.

Invite your new hire for an office tour

Give your new hire a sense of belonging by inviting them for an office tour. It's a great way to help them get acquainted with the workspace and meet some friendly faces.

Share the news internally

It's essential to announce the new hire internally within your company. This helps the team prepare and extend a warm welcome from the get-go.

Schedule a team introduction

Incorporate scheduling a team introduction. Within the employee onboarding checklist, it's a pivotal move to ensure your new hire feels connected and familiar with their colleagues.

Enroll your new hire in the HR system

Make sure you add your new hire to the HR system including essentials such as payroll.

Order new hire equipment

As part of your pre-boarding checklist, ensure you've ordered essential equipment like laptops and keycards for your new hire. This not only streamlines their onboarding but also makes them feel equipped and ready from day one.

Assign a buddy

Assigning a buddy is a great way to help newcomers settle in. This personal touch can foster connections and make the transition smoother for your new hire.

Set pre-boarding training

Incorporate pre-boarding training into your employee onboarding checklist to ensure new hires are equipped with essential knowledge before day one.

Great job!

100%

80%

Complete course

Respectful Workplace

Workplace   Diversity   Bullying   +14

First day onboarding checklist

Map out a game plan for the first day, detailing all the activities needed to give your new hire a solid start.

☐ **Meet and greet your new hire**

A personal connection from the outset establishes trust and makes them feel welcomed.

☐ **Give them a tour of the workspace**

Familiarity with their environment eases anxiety and boosts productivity.

☐ **Introduce the team**

Building relationships early on fosters a sense of belonging and camaraderie.

☐ **Make sure they're set up with IT**

Seamless tech setup reduces frustration and ensures they can hit the ground running.

☐ **Assign onboarding training**

Providing structured learning paths accelerates their understanding and integration into the role.

First month onboarding checklist

Nail the whole first month with a welcoming new hire onboarding schedule; it's the foundation for your new hire's journey ahead.

☐ **Check in on training progress**

This ensures that the new hire is on track, enhancing their understanding and making them feel supported.

☐ **Schedule time for feedback**

This establishes an open line of communication, valuing their input and reinforcing the importance of continual improvement.

☐ **Explore short and long term goals**

By doing so, you align their aspirations with the company's vision, fostering a sense of belonging and purpose.

☐ **Set up a 1-1 with their manager**

This meeting is a key part of the employee onboarding checklist. It builds rapport and trust, making the new employee feel valued and understood right from the start.

☐ **Discuss future development plans**

This emphasizes the company's commitment to their growth, ensuring they see a clear path forward within the organization.

This is our culture

45m

Onboarding made easy with eloomi

Explore how a learning solution can help you support each new hire from day one

Learn more →