

The Ultimate New Hire Checklist

Housekeeping items before the employee's first day:

PEOPLE TO PING

- ☐ Personnel
- ☐ Payroll
- ☐ Benefits
- ☐ IT

THINGS TO REQUEST

- ☐ Desk setup from facilities department.
- ☐ Software/hardware for new hire's specific role.
- ☐ Email is added to Employee Directory and distribution lists.
- ☐ Phone and voicemail setup.

NEED TO DO

- ☐ Gather new hire paperwork from payroll and benefits.
- ☐ Organize new hire lunch.
- ☐ Print nametags for new hire orientation.
- ☐ Schedule badge and employee photos.
- ☐ Prepare parking permit information/paperwork (if applicable).
- ☐ Set up timesheet(s) (optional).

Awesome extras that will surprise and delight:

- ☐ Get welcome card and have recruiting team sign.
- ☐ Order and place balloons on new hire's desk.
- ☐ Order breakfast to be delivered to orientation.
- ☐ Plan icebreaker activities for orientation.
- ☐ Order company schwag: t-shirts, notebooks, pens, water bottles.
- ☐ Mail a t-shirt and welcome note to their home address.
- ☐ Have hiring manager and teammates text or email new hires, expressing their excitement to have them join.
- ☐ Load USB stick with welcome videos, benefits videos and new hire welcome guide. Send to new hires home 1 week before first day.
- ☐ Arrange for hiring managers to meet new hire after orientation.
- ☐ Book Q&A with exec leader for orientation.
- ☐ Have hiring manager identify employee(s) with similar responsibilities to be a coach/mentor.