Employee name : _____

THE FIRST WEEKS

1. ☐ Introduction to the contact person

2. ☐ Assign desk

3. ☐ Log onto computer, email, HR-platform and other relevant platform

4. ☐ Assign access card/key

5. ☐ Tour of the office and introduction to new colleagues

6. ☐ Introduction to the team

7. ☐ Introduction to the company products, activities, missions, vision, and strategy

8. ☐ Head shot for company website and business cards

9. ☐ Introduction training in relevant programs and platforms

10. ☐ Assign tasks to the new employee

11. ☐ Schedule follow-up meeting a month after onboarding

ONBOARDING CHECKLIST

Use the tool **"Processes"** that you can find **in HR-ON Staff** to assign tasks. Here you can also create an onboarding checklist.

From here you can assign the different tasks for your coworkers

HR-ON

From Denmark With ♥