



Employee name : _____

INFORMATION TO THE NEW EMPLOYEE

1. Send a welcoming email as soon as possible. The new employee should hear from you before their first workday.
2. Include all practical and relevant information about their first workday:
 - 2.1 Meeting time and place
 - 2.2 Who is the new employees contact person + a picture of the contact person
 - 2.3 What are the plans for the first workday? (Office tour, meet new colleagues, log in info to computer and mobile, keys/id-cards, head shot, and so on)
 - 2.4 Company lunch programme
 - 2.5 Parking
 - 2.6 Dresscode
3. Introduce the new employee for the team (with pictures or video)
4. Collect and gather all relevant information about the new employee
 - 4.1 Address
 - 4.2 Contact person if something should happen with the new employee
 - 4.3 Banking details

The new employee can easily answer the questions with the **Engagement Builder** through smartphone, tablet or computer.

Any information will be saved automatically on their data card in **HR-ON Staff**



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INFORMATION TO THE NEW EMPLOYEE

5. Go through the plan for the next 2-3 workdays with the new employee
6. Send the employee handbook and other relevant documents to the new employee
7. Inform the new employee about upcoming events in the company
8. Remember to tell the new employee how much you are looking forward to welcoming them

INTERNAL TASKS

9. Setup the new employee's information in the HR system
10. Order/find keys or id-card
11. Set up the new employee's workdesk
12. Set up the new employee's computer and phone
13. Set up the new employee's mail account
14. Order a welcoming gift
15. Inform the current employees about the new employee and when they start
16. Plan the new employee's first couple of weeks with and onboarding process in HR-ON Staff