Employee:

FIRST CONTACT

- [ ] 1. Say welcome and include a video message.
- [ ] 2. Introduce the team (a new employee is open for all relevant information).
- [ ] 3. Include info about the first day at work (timing, dresscode, expectations etc.).
- [ ] 4. Include address, contact details and program.

FIRST DAY

- [ ] 5. Establish the schedule for the first day and set all the topics that have to be covered.
  List all equipment, keys etc. Notify responsible.
  Consider to name a buddy who can be helpful and guide.
- [ ] 6. Say welcome and share the program of the day.
- [ ] 7. Prepare survey: How was your first day. Make it short and sweet!

FIRST WEEK

- [ ] 8. Establish the schedule for the first week and set all the topics that have to be covered.
  Meetings, introductions etc.
- [ ] 9. Notify responsible and make sure to make a positive impact.
- [ ] 10. Make it digital so it's all easy to follow (Tip: HR-ON Staff can help you).

FIRST MONTH

- [ ] 11. It's time to evaluate the first month. Get notified and design a meaningful survey and ask for feedback.
- [ ] 12. Set new goals and get ready for the future.

ONBOARDING CHECKLIST

HR-ON

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