



Employee:



PREBOARDING CHECKLIST ^{1/2}

INFO FOR THE NEW EMPLOYEE

- ☐ 1. Send out a welcome mail to the new employee asap, so the new employee doesn't feel forgotten during the period between hiring and first day on the job
- ☐ 2. Include any practical information about the first day of work, such as:
 - ☐ 2.1 Working hours and location
 - ☐ 2.2 Who is the contact person + picture of the contact person
 - ☐ 2.3 What is the plan of action for the first day? (tour of the company, greeting of new employees, setup of computer and phone, photo of employee)
 - ☐ 2.4 Lunch program
 - ☐ 2.5 Parking
 - ☐ 2.6 Dresscode
- ☐ 3. Introduce the new team with pictures/or video
- ☐ 4. Gather information from the new employee regarding:
 - ☐ 4.1 Address
 - ☐ 4.2 Contact in case of emergency
 - ☐ 4.3 Bank information

It is easy for the new employee to answer these preboarding questions directly in our **Engagement Builder**. This can be done through desktop, tablet and phone.

The information is automatically saved on the employee file in **HR-ON Staff**.



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INFO FOR THE NEW EMPLOYEE

- ☐ 5. Lay out the plan for the next 2-3 days
- ☐ 6. Send the employee handbook or other relevant material to the new employee, highlighting the values and different aspects of the company.
- ☐ 7. Inform about current and future events so the new employee can mark them in the calendar
- ☐ 8. Highlight how much you and your team look forward to greeting the new employee

INTERNAL TASKS

- ☐ 9. Assign the new employee in the HR system
- ☐ 10. Order key and employment card for the new employee
- ☐ 11. Prepare workspace
- ☐ 12. Prepare computer and phone
- ☐ 13. Set up email
- ☐ 14. Arrange welcome gift
- ☐ 15. Make sure to spread the news about the new hire amongst the current employees
- ☐ 16. Plan out the first weeks with a clear onboarding process in HR-ON Staff