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## 1. Complete all new hire forms and submit to HR

Make sure you follow all local and state regulations when hiring.

- *Get our full checklist for [new employee forms](#).*

☐ **DATE COMPLETED:** _____

## 2. Communicate first-day details

Send a friendly message to welcome the new employee. Your email may include some or all of the following:

- Start date, time and location
- Dress code details
- Phone number and email address of their key point of contact
- A list of documents they should bring
- A schedule of events and activities they can expect on their first day

☐ **DATE COMPLETED:** _____

## 3. Provide a new hire packet

Include anything and everything you believe will help them get familiar with your company and their role. Here are some suggestions of things to include:

- Welcome letter
- Employee handbook
- Organizational charts
- Compensation and benefits information
- Training materials
- Company directory

☐ **DATE COMPLETED:** _____

## 4. Set up hardware and software access

Reach out to your IT team to make sure new employees are all set up to use all relevant programs. Be sure to encourage security best practices such as two-factor authentication, strong passwords and regularly changing passwords.

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## 5. Determine work areas

Figure out where your new employees will perform their jobs. Then, ensure their workstations are equipped with computers, notepads, pens, pencils and any other equipment they'll need.
- *add some company swag such as T-shirts or hats!*

☐ **DATE COMPLETED:** _____

## 6. Prepare for a site tour

Create a map so that your recruits will have a reference to use any time they're unsure of how to get somewhere and digitize the map so that it can be easily accessed at any time.

☐ **DATE COMPLETED:** _____

## 7. Create your culture plan

Introduce the employee to their new team as well as senior leaders. If possible, take them out for a welcome lunch or dinner.
- *You can also send a new employee announcement by email with the new hires' names, positions, professional backgrounds and hobbies.*

☐ **DATE COMPLETED:** _____

## 8. Assign mentors

Introduce new hires to "buddies" who can serve as their mentors during their first few weeks of work. These mentors should have at least a few years of experience with your company.

☐ **DATE COMPLETED:** _____

## 9. Set SMART goals

Over the first 60 to 90 days, set goals for them to handle more responsibilities in their positions. The goals you create should be SMART (Specific, Measurable, Attainable, Relevant and Time-bound).

- *Download our free [SMART goals template](#).*

☐ **DATE COMPLETED:** _____

## 10. Consider questions you might be asked

Put yourself in the new employees' shoes and think about some of the questions they may have. Then, consider creating a comprehensive FAQ document that answers them.

☐ **DATE COMPLETED:** _____

## 11. Design different training resources

Design a variety of training resources to accommodate various new employees and their new positions.

☐ **DATE COMPLETED:** _____

## 12. Host meetings with senior leaders

If schedules permit, arrange meet-and-greets with senior leaders such as the CEO and CFO so new hires can learn more about the company, mission and vision.

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## FOLLOW-UP: Perform post-hire check-ins

Meet with new hires frequently during their first few months and first quarter so they can share their feedback and concerns about their new positions and progress. You can also use this time to provide praise or recommendations.

- *Learn how to create a [30-60-90 day plan](#) or a [performance improvement plan](#).*

☐ **DATE COMPLETED:** _____