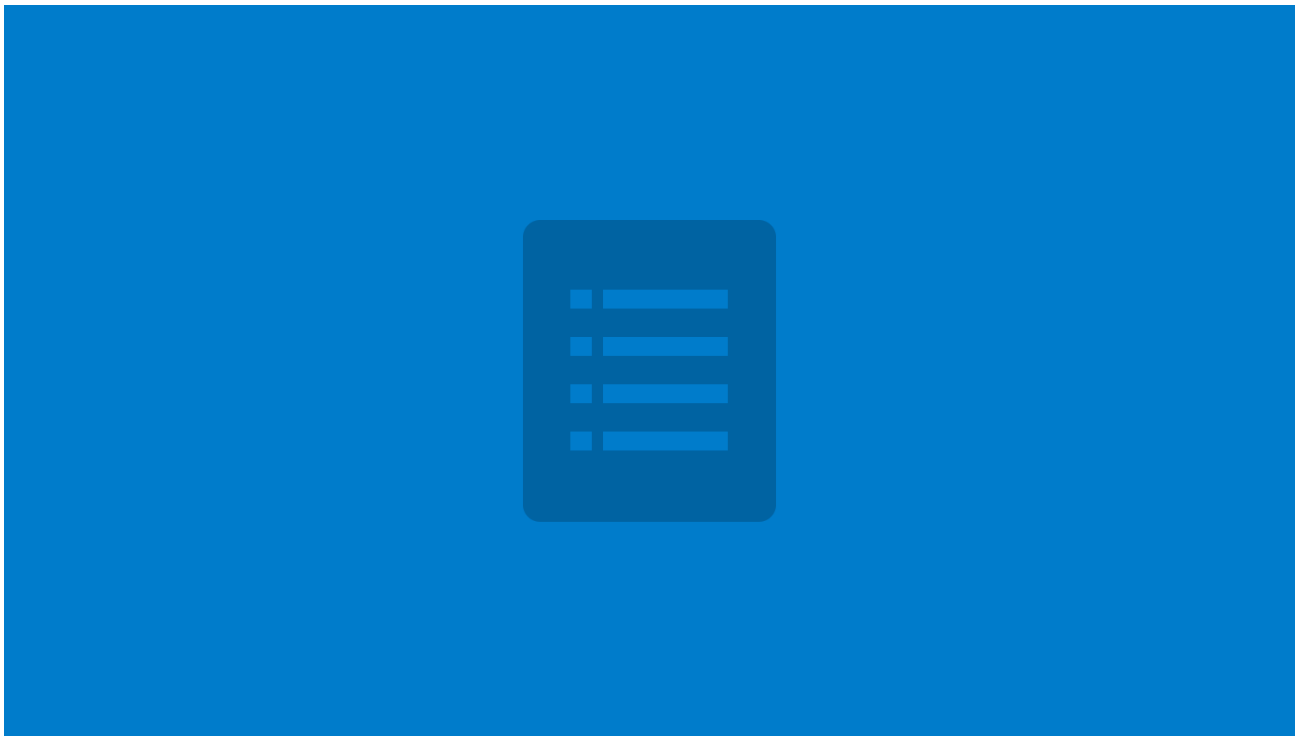
Pre-Onboarding Checklist



GATHER THE FOLLOWING MATERIALS:

- [ ] Your company's employee handbook
- [ ] A nameplate or employee ID
- [ ] A calendar
- [ ] Business cards
- [ ] Necessary office equipment (phone, computer, etc)

PREPARE THEIR WORK AREA:

- [ ] Assign the new hire a workstation
- [ ] Gather reference material such as phone directory,
- [ ] Organization Charts, voice mail instructions, etc..
- [ ] Put together Some company gear Such as t-shirts, Pens, and mugs

TASKS FOR THE SUPERVISOR TO COMPLETE:

- [ ] Organize a hire lunch
- [ ] Secure an email address and phone number
- [ ] Schedule employee photos
- [ ] Prepare an Onboarding packet

- [ ] Schedule trainings
- [ ] Prepare a new hire introduction email
- [ ] Add the employee to the online onboarding platform

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