New Employee **Onboarding**

1 Prior to First Day

- [ ] Confirm start date and time
- [ ] Information to access the building (if necessary)
- [ ] First day schedule (with whom, what)
- [ ] Purchases (computer or other necessities)
- [ ] Email Setup
- [ ] Request access for the different tools

- [ ] Welcome kit (greeting letter, promotional items, etc.)
- [ ] Fill out the employee form
- [ ] Prepare contract of employment
- [ ] Update the organization chart
- [ ] Notify the person in charge of payroll

2 First Day
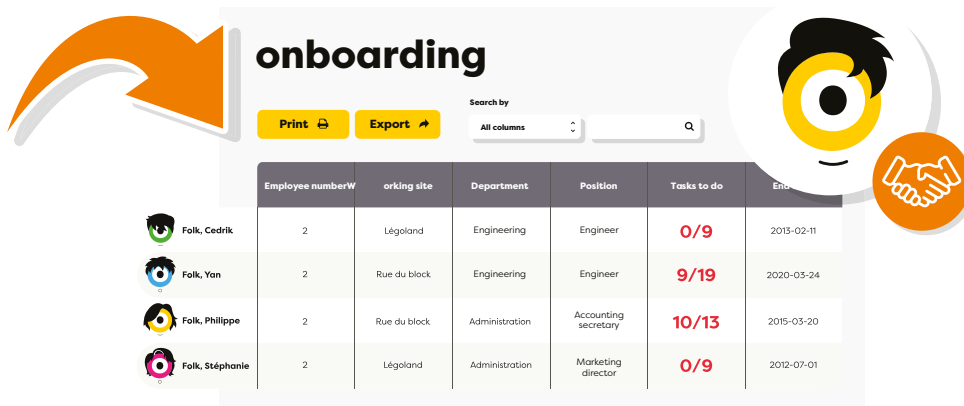
- [ ] Introduce the department's team
- [ ] Office tour
- [ ] Present the Welcome kit
- [ ] Introduce the perks (gym, shower, coffee machine, etc.)
- [ ] Hand out the Safety equipment (if applicable)

- [ ] OHS Policy presentation
- [ ] Workspace presentation
- [ ] Explain Other various documents
- [ ] Tools overview (HRIS, mailbox, etc.)

③ First Week

- [ ] Organize a Team lunch or dinner
- [ ] Introduction to the rest of the team (if necessary)
- [ ] Available resources overview (training, colleagues, etc.)
- [ ] Schedule a Meeting with the manager

- [ ] Discuss and describe the goals of the probation period
- [ ] Clear definition and explanation of various roles
- [ ] Explain mission, vision and values of the organization

... but it doesn't stop there!

Add these tasks in your **Onboarding** module to welcome your new colleagues in an impeccable and memorable way.

onboarding

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	Employee numberW	orking site	Department	Position	Tasks to do	End
Folk, Cedrik	2	Légoland	Engineering	Engineer	0/9	2013-02-11
Folk, Yan	2	Rue du block	Engineering	Engineer	9/19	2020-03-24
Folk, Philippe	2	Rue du block	Administration	Accounting secretary	10/13	2015-03-20
Folk, Stéphanie	2	Légoland	Administration	Marketing director	0/9	2012-07-01