

# Seamless Start: The Ultimate New Hire Checklist

Before the Start Date	Completed	Additional Comments
<b>Job Offer</b> <ul style="list-style-type: none"> <li>Send offer letter and employment contract.</li> <li>Receive signed offer letter and contract.</li> </ul>		
<b>Background Check</b> <ul style="list-style-type: none"> <li>Complete necessary background checks and verify references.</li> </ul>		
<b>Workstation Prep</b> <ul style="list-style-type: none"> <li>Prepare desk, computer, phone, and necessary office supplies.</li> <li>Set up email account and access to necessary software and systems.</li> </ul>		
<b>Documentation</b> <ul style="list-style-type: none"> <li>Send new hire paperwork (W-4, I-9, direct deposit form, etc.) to be completed.</li> </ul>		
<b>Orientation Schedule</b> <ul style="list-style-type: none"> <li>Create and share the orientation and training schedule.</li> </ul>		

First Day	Completed	Additional Comments
<b>Welcome</b> <ul style="list-style-type: none"> <li>Greet the new hire and give a tour of the office.</li> <li>Introduce to team members and key staff.</li> </ul>		
<b>Paper Work</b> <ul style="list-style-type: none"> <li>Collect completed new hire paperwork.</li> <li>Review and sign company policies and employee handbook.</li> </ul>		
<b>HR Orientation</b> <ul style="list-style-type: none"> <li>Explain benefits, compensation, and company policies.</li> <li>Review job responsibilities and performance expectations.</li> </ul>		
<b>Workstation</b> <ul style="list-style-type: none"> <li>Ensure workstation is set up and functioning properly.</li> <li>Provide a list of key contacts and resources.</li> </ul>		

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First Week	Completed	Additional Comments
<b>Training</b> <ul style="list-style-type: none"> <li>Begin job-specific training and onboarding.</li> <li>Assign a mentor or buddy for guidance.</li> </ul>		
<b>Meetings</b> <ul style="list-style-type: none"> <li>Schedule introductory meetings with key colleagues and stakeholders.</li> <li>Set up regular check-ins with the manager.</li> </ul>		
<b>Feedback</b> <ul style="list-style-type: none"> <li>Encourage new hire to ask questions and provide initial feedback.</li> </ul>		
<b>Team Integration</b> <ul style="list-style-type: none"> <li>Plan a team lunch or social activity to welcome the new hire.</li> </ul>		
First Month	Completed	Additional Comments
<b>Follow-up</b> <ul style="list-style-type: none"> <li>Conduct a formal check-in meeting to address any questions or concerns.</li> <li>Review progress and provide feedback on initial performance.</li> </ul>		
<b>Continued Training</b> <ul style="list-style-type: none"> <li>Continue job-specific training and development.</li> <li>Ensure new hire has access to necessary resources and support.</li> </ul>		
<b>Engagement</b> <ul style="list-style-type: none"> <li>Explain benefits, compensation, and company policies.</li> <li>Review job responsibilities and performance expectations.</li> </ul>		
First 90 Days	Completed	Additional Comments
<b>Performance Review</b> <ul style="list-style-type: none"> <li>Conduct a 90-day performance review to assess fit and performance.</li> <li>Provide constructive feedback and set goals for future performance.</li> </ul>		
<b>Career Development</b> <ul style="list-style-type: none"> <li>Discuss opportunities for growth and development within the company.</li> <li>Create a development plan to support the new hire's career goals.</li> </ul>		
<b>Ongoing Support</b> <ul style="list-style-type: none"> <li>Continue regular check-ins and provide ongoing support.</li> <li>Address any lingering questions or issues.</li> </ul>		

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