

Onboarding Well

Checklist for a Great First Day and Week

Relationship-building with your new hire starts as soon as they accept the offer, so plug these milestones into your calendar.

Done?	To-dos:
	<p>Call your new hire weekly after the offer is accepted to check in:</p> <ul style="list-style-type: none">• How are things going?• What do you have planned for your time off?• Any questions for me or things I can help with? <p><i>To go above and beyond, have some of their new team members do these calls – choose people who are friendly and outgoing</i></p>
	<p>2 weeks before start date: Get the first week organized!</p> <ul style="list-style-type: none">• Schedule your lunch on day 1• Schedule lunch with their team (if they have direct reports) during week 1• Schedule lunches with a peer all the other days of the first week that are available• Create a plan for meetings, tours, and tasks
	<p>1 week before start date: Send a gift</p> <p>Ideally send company logo gear if you have it along with the written plan for the first day and first week</p>
	<p>1 week before start date: Check the details</p> <p>Make sure internal work is on track for:</p> <ul style="list-style-type: none">• Clean space/desk will be ready• All logins/phones/computer will be ready