



[COMPANY] New Hire Onboarding

Name:

Start date:

Department:

Functional Manager:

Job Title:

Status (FTE, contractor, intern):

Functional Manager - New Hire Onboarding Checklist

| | TASK | WHEN |
|--------------------------|---|-----------------|
| ✓ | Pre-onboarding | |
| <input type="checkbox"/> | Nominate a Buddy within your team, check out "Buddy Tips 'n Tricks" for guidance. | 1-2 weeks prior |
| <input type="checkbox"/> | Welcome email/call - first day logistics and what to expect in the first week, introduce Buddy. (see email templates) | 3-4 days prior |
| <input type="checkbox"/> | Request the Buddy to send an introductory email | 1-2 days prior |
| | | |
| ✓ | Day 1 | |
| <input type="checkbox"/> | Schedule meeting with your new hire 1-on-1, review first week plan and expectations | Day 1 |
| <input type="checkbox"/> | Ensure IT related needs are met | Day 1 |

Manager Onboarding Toolkit

Michal Rosen-Zvi

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