

Functional Manager - New Hire Onboarding Checklist 😥 🔯 🖾 🛈













# Your Logo Here

[COMPANY] New Hire Onboarding

Name:

Start date:

Department:

Functional Manager:

Job Title:

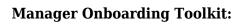
Status (FTE, contractor, intern):

### Functional Manager - New Hire Onboarding Checklist

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

## **Manager Onboarding Toolkit**

**Rachel Sandford** 



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