



[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

Rachel Sandford



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