# Onboarding Checklist

## How to use our Checklist

This is the only checklist you need, to structure your onboarding process in the most efficient way, and provide the best employee experience for your new joiners. It covers all important parts of an onboarding process, from internal administrative tasks, to communication with the new joiner, and meeting schedules. This checklist isn't meant as a strict guide to THE perfect onboarding, but it is meant as a guideline, that is adaptable and expandable to your needs.

What we also want to highlight, is how we record playlists with our own app audvice. For onboarding purposes, we create playlists such as:

- Personalized welcome: Store a welcome playlist from your CEO in your audio library, and share it with every new joiner, for a very personal welcome
- Intro during Pre-boarding: Ask your new joiner to record a short intro playlist to themselves, to share it with your team, so they can get to know the new joiner before they start
- Meet the Team: Share a playlist, with an intro from every department member so the new joiners can listen in and get a first glimpse of their future colleagues
- First Day: Record a playlist, with the details of the first day, to make them feel a little less nervous and let them know what they can expect
- Company Updates: If the phase from signing to starting is a little longer, record company updates with audvice, to keep excitement high
- Guides: Record guides on the onboarding checklist for your new joiners, and your tools and software, to add more context

## Preboarding

- ☐ Collect signature on the contract
- ☐ Send out welcome mail including a welcome playlist from your CEO
- ☐ Ask new joiner to record a short introduction playlist with audvice
- ☐ Inform team about new joiner by sharing their introduction playlist
- ☐ Set up an account in your HRMS
- ☐ Set up e-mail
- ☐ Set up onboarding board (wikis, guides, checklist)
- ☐ Prepare onboarding checklist for new joiner (individual tasks)

- [ ] Coordinate & send onboarding package (needed IT-equipment and goodie bag if available)
- [ ] Assign a welcome buddy to your new joiner (*welcome buddy: someone from your company, who helps your new joiner to get settled in, introduces them to other people from the company, and answers any questions during the first weeks*)
- [ ] Define and coordinate onboarding meetings with relevant stakeholders/team members/departments
- [ ] Send a playlist informing them about the details of their first day
- [ ] If preboarding phase is longer → send regular playlists with updates from your company

# First Day

- [ ] Welcome meeting HR
- [ ] Welcome meeting leader
- [ ] Welcome meeting welcome buddy
- [ ] Share "Meet the Team" playlist with new joiner
- [ ] Give new joiner access to their individual onboarding board with their onboarding tasks
- [ ] Provide new joiner with playlists, on how to tackle their onboarding tasks
- [ ] Give new joiner access to all tools and software
- [ ] Provide new joiner with playlists with guides to your tools and software
- [ ] Give new joiner access to your knowledge base (info about departments, operating method, CI, culture & vision etc.)
- [ ] Set expectations for first check-in with leader
- [ ] Ask them to introduce themselves in your internal communication channel

# First Week

- [ ] Involve in first project
- [ ] First weekly check-in with leader
- [ ] Onboarding check-in with welcome buddy
- [ ] Virtual coffees with people from other departments
- [ ] First all-hands meeting

# First Month

- ☐ Weekly onboarding check-ins with welcome buddy
- ☐ Weekly check-ins with leader → continuously after first month
- ☐ Share recorded training materials in the form of playlists
- ☐ Send feedback survey on onboarding experience

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