

COMPLETE  
**EMPLOYEE  
ONBOARDING**  
**CHECKLIST**  
tool•box



- 1. Send a Pre-Arrival email.
  - Introduction sentence congratulating the employee on receiving the role.
  - Office address and any information they will need to access the office.
  - What to bring to the office their first day.
  - Any paperwork they will need to fill out before their first day.
  - Office dress code.
  - Employee handbook.
- 2. Send a Welcome email.
  - Picture of the new employee.
  - Link to their LinkedIn profile to encourage other team members to connect.
  - Their role and department.
  - Fun fact about the new employee.



3. Make sure they have the tools they need.

Computer.

Uniforms.

Business cards.

Specific software.

4. Prepare their welcome kit

See here a few options Red Tomato has available for your company

<https://redtomato.com.au/welcome-packs/>

5. Plan out their first week.

Company tour.

Any training needed.

Some fun activity: as a one on one coffee with the department head or a team activity with coworkers.

6. Plan a first-day lunch.

7. Introduce them.

8. Explain more perks of the job.

Travel stipends or discount programs.



- Company Health and Wellness programs  
<https://redtomato.com.au/2018/01/09/workplace-wellness-programs/>
- Company cultural activities they can get involved.
- Referral bonuses.
  
- 9. Check in with them.
  
- 10. Get feedback.



Interested in receiving more tips  
on how to increase  
EMPLOYEE SATISFACTION?

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