EMPLOYEE ONBOARDING CHEC**LIST



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.

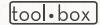






3. Make sure they have the tools they need.
Computer.
Uniforms.
Business cards.
Specific software.
4. Prepare their welcome kit
See her a few options Red Tomato has available for your company https://redtomato.com.au/welcome-packs/
5. Plan out their first week.
Company tour.
Any training needed.
Some 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.
Ē	Referral bonuses.
9.	Check in with them.
710	D. Get feedback.



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