

Employee onboarding checklist

01

Pre-onboarding:

HR Department

- Send offer letter
- Send introductory email containing
 - Onboarding timeline
 - Links to company page and culture videos
- Share information for point of contact
- Assign HR buddy and set up meeting
- Confirm receipt of welcome kit
- Complete personal detail collection
- Share links to HR portal
- Confirm receipt of credentials and device set-up

Admin & IT

- Ship welcome kit
- Give system set-up walkthrough
- Complete credential sharing
- Provide access to HR portals

HR Buddy

- Reach out to new joinee
- Have an introductory call
- Reach out to discuss how the notice period is (if any)
- Provide walkthrough of onboarding process before day 1

02

Onboarding:

HR Department

- Share welcome message on collaboration channels with walkthrough of activities planned
- Conduct introductory calls with team members & departments
- Complete sensitive documentation and credential sharing
- Complete data collection in HR portal

Admin & IT

- Send welcome message with tips on how to start the first day and point of contact details
- Provide access to confidential tools necessary for operations
- Complete set-up of data security measures like VPN
- Issue ID card

Team Manager

- Conduct introductory call
- Invite to relevant collaboration tools
- Discuss on career goals and path

HR Buddy

- Conduct welcome call
- Provide walkthrough of team structure
- Have discussion on workflow
- Give run-down of day to day activities
- Provide explanation of who to approach when requiring specific assistance
- Provide walkthrough of office premises – canteens, recreational areas, meeting rooms, calling booths, department spaces*

03

Post-onboarding Engagement

HR Department

- Check-up on working experience
- Assess work-life balance
- Schedule sessions on work-life balance (if required)
- Provide training sessions with mentors
- Conduct sentiment analysis of the new hires

Team Manager

- Conduct personal strength discovery session
- Provide introduction to ongoing projects
- Discuss on contribution opportunities
- Conduct 1:1 feedback session

HR Buddy

- Follow up on how work is going
- Have casual conversation sessions
- Provide suggestions on how to plan career goals and growth in the organization