

The Preboarding Checklist



Reach out to Inhouse People

All employees in a 'People News' mail about the new hire's start

HR with relevant info on the new hire

IT for setting up work-mail, laptop, software, key-chip, etc.

The Practical Stuff

Set up workstation with laptop/computer, phone etc.

Order business cards to the new hire to make them identify with the new role

If using a uniform, get measurements or do a fitting. Order the right fit to be ready for the first day

Get a parking license if needed

Schedule badge and photo session

Prepare onboarding case for the new hire, so, they can show off their skills in their new role. This is also an opportunity for you as an employer to get new inputs, before they get too biased at your workplace.

Create an onboarding plan for the new hire with an overview of the practical stuff, such as, who are the buddies, name of department, schedule over the first 2-3 weeks, and goals to complete for each week

Send the onboarding plan to the new hire. Attach it to 'The Preboarding Template' below

Book managers to give orientations to departments

The Great Bonding Stuff

Have a casual lunch with the new hire and let them meet the team

Schedule a casual video call if lunch is not possible

Schedule a tour around the workplace or create a 'treasure hunt', so the new hire really get to know the workplace and the people working here

Invite the new hire to social events coming up prior to the first day

Shoot a video of how a typical workday is for the new hire, and do not forget the funny moments when a teammate does this and this

Send digital preboarding learning content about company history, mission, culture, staff handbook, and welcome videos from teammates and CEO and remember to include the 'workday'-video

Set up the new hire with a social - and professional buddy*

Order balloons and flowers to set up on the new hire's desk

Order breakfast with the team for the first day

Notes:

*Buddies

Professional Buddy

The professional buddy is a person from the new colleague's team, who is responsible for learning the new colleague the daily tasks.

Social Buddy

The social buddy, on the other hand, is a colleague from another team who, for example, can take the new colleague on walks, drink a cup of coffee or have a quiet and calm talk about life outside the workplace, where you do not have to live up to any expectations.