



Onboarding Checklist

	STRONG	NEEDS IMPROVEMENT
Define Pre-Boarding Process <ul style="list-style-type: none">• Employee Welcome Kits• Helpful Videos• Company Swag• Necessary Equipment		
Establish Peer-to-Peer Communication		
Schedule First-Day Virtual Team Welcome		
Plan Group Virtual Onboarding (Fun!)		
Schedule Orientation Call with HR & Manager		
Create 30/60/90 Day Plan with Check-Ins		
Schedule Regular 1x1's with Manager		
Schedule Quarterly Meetings with Manager		