

Checklist: successful onboarding of a new employee

- **Before arrival**

- Prepare workstation (equipment, software, badge, access)
- Inform the team about the new hire's arrival
- Assign a buddy or onboarding mentor
- Send a welcome email with practical info (time, address, parking...)
- Plan the first days (HR onboarding, tour, internal training)

- **First day**

- Give a warm welcome upon arrival
- Introduce the team and office space
- Provide equipment and explain tools
- Review job expectations and goals
- Organize a team lunch or informal get-together

- **First week**

- Clarify roles, responsibilities and expectations
- Provide training on tools and internal procedures
- Check access to all necessary systems
- Set up regular check-ins with manager and buddy

- **First month**

- Follow up on progress and answer questions
- Organize a feedback session after 15 days
- Define short-term objectives
- Encourage participation in meetings and team routines

- **After 3 months**

- Conduct a formal review meeting
- Assess progress on goals
- Ask for feedback on the onboarding experience
- Identify training or support needs

*Bonus tip: Successful onboarding also means creating connection.
Foster informal chats and social interaction!*