

# Checklist

## Pre-Hire Onboarding Checklist

Pre-Hire checklist			
List	Accountable	Due date	Comments on status
New hire employment contract signed & returned			
Prepare Company Announcement			
Pre-Onboarding material <ul style="list-style-type: none"> <li>•Welcome letter</li> <li>•Company promotional material (magazine / e-mag, newsletter)</li> <li>•Prepare team contact details</li> <li>•Prepare induction calendar for the first three months,</li> <li>•Departmental meetings and events</li> <li>•Links to company intranet / websites</li> </ul>			
Arrange PC			
Arrange for IT to set-up PC			
Appoint a Buddy			
List essential training requirements			
Arrange Access Card - if applicable			
Arrange access to printer			
List scheduled stakeholder meetings to take place in the first 2 weeks			
Update all relevant email distribution lists with new employee details			

*To be updated by the HR team as they prepare for the new hires first day.*