

NEW HIRE ONBOARDING FLOW

Employee: _____

Start Date: _____

Dept: _____

01. PRE-BOARDING (WEEK BEFORE)

Signed Offer Letter & Contract Verify all digital signatures are complete

IT Hardware Provisioning Laptop, peripherals, and badge access

Software & Email Setup Create accounts for Slack, CRM, and HRIS

02. FIRST DAY (ORIENTATION)

Office Tour & Introductions Key locations and immediate team members

Compliance Documentation Tax forms, I-9 verification, direct deposit

Company Handbook Review Review culture, values, and safety protocols

03. FIRST WEEK (INTEGRATION)

Manager One-on-One Establish clear 30-60-90 day expectations

Buddy System Pairing Assign peer mentor for informal questions

Role-Specific Training Access to internal knowledge base and tools

04. FIRST MONTH (FOLLOW-UP)

30-Day Check-in Meeting Identify roadblocks or additional resource needs

Benefits Enrollment Finalization Ensure healthcare and 401k elections are set