PRE - ONBOARDING **CHECKLIST**

✓	Send HR documents and hardware, e.g. laptop, keyboard, mouse, mobile phone, any ergonomic furniture, to the new starter
✓	Systems and software setup
✓	Set up 1:1s with manager, team members and IT (to aid with above set up)
✓	Starter pack, digital staff handbook and agenda sent
✓	Introduction of work buddy or mentor
✓	Establishing the frequency and method of communication with person in charge of onboarding
✓	Send something special from the company (a welcome gift, company merchandise or welcome email from the CEO are all great options)