

ONBOARDING CHECKLIST

No.	Task	Responsible person			Status	Comments
I. Preboarding - to be done before the new employee start						
1.	Get all needed documents e.g. visa permit, medical certificates, professional certificates	HR	MGMT	BUDDY	<input type="checkbox"/>	
2.	Arrange the workspace and provide access to software/tools:	HR	MGMT	BUDDY	<input type="checkbox"/>	
a	Computer, Phone	HR	MGMT	BUDDY	<input type="checkbox"/>	
b	Office / Chair	HR	MGMT	BUDDY	<input type="checkbox"/>	
c	Keys / Access card	HR	MGMT	BUDDY	<input type="checkbox"/>	
d	Google	HR	MGMT	BUDDY	<input type="checkbox"/>	
e	Software	HR	MGMT	BUDDY	<input type="checkbox"/>	
f	E-mail	HR	MGMT	BUDDY	<input type="checkbox"/>	
3.	Send a welcoming email, providing essential information: the agenda for the first day, arrival details (time and location), dress code, required documents, any other useful information about the company or the	HR	MGMT	BUDDY	<input type="checkbox"/>	
4.	Prepare the welcome pack & documents to be signed on 1st day	HR	MGMT	BUDDY	<input type="checkbox"/>	
5.	Acknowledge the team about a new hire	HR	MGMT	BUDDY	<input type="checkbox"/>	
II. Onboarding - First day and week of employee work						
11.	Introduce to the buddy, team and key contacts	HR	MGMT	BUDDY	<input type="checkbox"/>	
12.	Show around the workplace: building, department, office, common areas: canteen, kitchen, dressing room, toilets	HR	MGMT	BUDDY	<input type="checkbox"/>	
13.	Introduce to the local etiquette and culture e.g. lunchbreak times, important meetings,	HR	MGMT	BUDDY	<input type="checkbox"/>	
14.	Discuss the benefits: schooling, medical insurance, flight tickets, bonuses etc.	HR	MGMT	BUDDY	<input type="checkbox"/>	
15.	Discuss the onboarding plan, goals for first week/months, clarify expectations	HR	MGMT	BUDDY	<input type="checkbox"/>	
16.	Plan any trainings and inductions needed (safety, tools, software, office trainings)	HR	MGMT	BUDDY	<input type="checkbox"/>	
III. Extended Onboarding - First quarter of employment						
17.	Prepare a onboarding survey to get feedback	HR	MGMT	BUDDY	<input type="checkbox"/>	
18.	Schedule regular check-ins for first 3 months of employment	HR	MGMT	BUDDY	<input type="checkbox"/>	
19.	Discuss the development	HR	MGMT	BUDDY	<input type="checkbox"/>	
20.	Set the goals for development	HR	MGMT	BUDDY	<input type="checkbox"/>	
21.	Promote networking opportunities	HR	MGMT	BUDDY	<input type="checkbox"/>	