

The New Hire Prep Checklist

Practical ways to make a new employee feel welcomed from the moment they say yes

THE IDEA

In “Welcoming,” I talk about why day one matters, and how the way your new employee feels on that first day can set the tone for the next few months. A great welcome is about more than getting the logistics right; it’s about making sure they know you’re genuinely glad they’re there.



How to use this resource: PeopleOps and managers should use this checklist to think through the practical and personal details before your new employee arrives, on day one, and throughout their first week.

BEFORE DAY ONE

Getting ready

MAKE IT PERSONAL

- ☐ Send a handwritten note welcoming them to the company upon their hire
- ☐ Consider sending a swag bag, or have one ready for day one
- ☐ Consider sending a form for spotlight-type information
- ☐ Share their spotlight with the team on day one

PREPARE THE TEAM

- ☐ Let the team know who’s coming, what you’re excited about, why you chose them, what the role will do, and why you’re hiring now
- ☐ Encourage team members to connect with them on LinkedIn before they arrive
- ☐ Arrange for a mentor on the team or in the organization to help guide them through their first few days
- ☐ Consider a press release, if relevant

GET THE LOGISTICS RIGHT

- ☐ Make sure their technology is ready when they arrive
- ☐ Schedule time with IT, if needed
- ☐ Schedule training and relevant shadowing
- ☐ Schedule their first 1:1 with their manager for day one and another for day 5
- ☐ Put as many things on the calendar as possible, including team meetings, lunches, all-hands, shadowing, and other relevant activities
- ☐ Review the onboarding plan and ask: **Is this what I would want for my new team member?** Augment as necessary.

DAY ONE

Making it count

MAKE IT FEEL LIKE YOU WERE EXPECTING THEM

- ☐ Post the welcome LinkedIn post
- ☐ Respond to the LinkedIn post with a personal note
- ☐ Have company swag waiting for them on their desk if they haven't already received it
- ☐ Have their favorite treat or candy waiting for them on their desk
- ☐ Stock a few of their favorite drinks, even if you don't have a stocked breakroom

HELP THEM CONNECT

- ☐ Go to lunch with them and a few "welcome" team members
- ☐ Introduce them during the team meeting
- ☐ Consider a fun fact (something ice-breakerish) for the whole team to participate in for the first team meeting

MAKE SURE THEY KNOW WHAT'S NEXT

- ☐ Hold the first 1:1 to welcome them (See recommended questions for your first 1:1 in the toolkit)
- ☐ Check in late in the day and make sure they know the plan for day two

- ☐ Check in early on day two
- ☐ Plan at least one formal or ad hoc check-in each day of the first week
- ☐ Arrange lunches throughout the week; consider one specifically with their manager and their manager's leader
- ☐ Continue training, shadowing, and mentorship
- ☐ Hold another 1:1 at the end of the week
- ☐ Send them off at the end of the week knowing they're valued and that you're glad they're here