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Agentur für Kommunikation

Onboarding Checklist

Organizational Preparation:

Collect personal data and data relevant for billing (like payroll tax number and bank details)	☐
Prepare and equip workplace (hardware, software, office materials)	☐
Prepare access authorizations (e-mail, software, etc.)	☐
Inform team regarding new hire	☐
Prepare and communicate training plan (including appointments)	☐
Assign mentors or buddies	☒

Provide Information:

Company mission statement, organizational diagram, important contact persons	☐
General company information, such as working time regulations and processes	☐
Assign first tasks and projects	☐

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The first day of work:

Welcome and Orientation:

Greeting by direct managing staff and team introduction	☐
Company premises tour (toilets, cafeteria, break rooms, etc.)	☐
Introduction to the workplace and equipment	☐
Discussion of training plan and expectations	☐

Formalia and IT:

Hand out employee identity card, keys, etc.	☐
Set up IT systems and access	☐
Fill out necessary HR and compliance documents	☐

Integration and becoming familiar :

Team Lunch	☐
Introduction of important contact persons and departments	☐

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During the first weeks and months:

Integration and Feedback:

Feedback talks with direct management and mentors	☐
Teambuilding-Activities (Team-Events, shared breaks)	☐
Trainings and Education	☐
Evaluate training up to now	☐

Longterm retention:

Continued encouragement to connect to colleagues and management	☐
Establish an open communication and feedback culture	☐
Show potential for long term career planning and further development	☐