



# Pre-Employment Onboarding Checklist



## **Go Digital**

Consider using electronic signatures for payroll, benefits, and more.



## **Say Hello**

Send welcome messages from the team.



## **FAQs**

Answer any frequently asked questions, such as who to report to and any mandatory meetings.



## **Define The Style**

Talk about the proper work attire. Casual, business or formal?



## **Set Up The Workspace**

Get the right equipment, order business cards, and acquire the right supplies.



## **Check The Tech**

Create an email address and logins for all of the right tools.



## **Swag**

Provide company merch. This could include a t-shirt, coffee mugs or stickers that show off your brand.