MITRATECH

Human Resources Compliance

New Hire Checklist

Ensure your new hires get off to a great start with this pre-boarding, on-boarding, and post-boarding checklist.

Before They Start

○ **Identify any and all pre-employment paperwork**

- ○ Offer letter
- ○ Employment agreement
- ○ Background check document
- ○ Reference check document
- ○ Payroll information sheet
- ○ Summary of benefits
- ○ Employee handbook

○ **Send a welcome email to the new hire**

- ○ Highlight when, where, and how they will start (with links if remote)
- ○ Try to include at least the first day schedule
- ○ Remind them about anything they need to bring with them
- ○ Send links to an employee handbook
- ○ Include any log-in information they may need for an employee email

○ **Email existing employees about the new hire**

- ○ Introduce them with name and role
- ○ Announce their start date, time, and location
- ○ Encourage other employees to schedule (and attend) meet and greets
- ○ Assign an existing team member to be their go-to person

- ○ **Order necessary equipment**
  - ○ Ensure they have all the office equipment they need
  - Get them access to software accounts
  - ○ Put together a welcome package
  - Prepare an ID, if necessary
- ○ **Schedule meetings with important parts of the company**
- ○ **Enroll new hire in all training sessions**
  - ○ Fill in the times so that it is easier for them to complete the work

New Hire's First Few Days ·

- ○ **Greet your new employee ASAP**
- ○ **Walk them through their first few days**
  - ○ Be sure to mention lunch and break times
- ○ **Ensure they are all set up with equipment**
  - ○ Connect them with IT for all technical questions
- ○ **Sign them up for all HR requirements (benefits, expense accounts, etc)**
- ○ **Go over employee expectations**
  - ○ Set dates for reviews (30/60/90 days, for example)
  - ○ Ask questions about their ideas
  - ○ Code of Conduct
- ○ **Introduce company history**
- ○ **Get a list of suggestions while their ideas are fresh**
- ○ **Organize and schedule technical trainings**
- ○ **Create a roadmap for the first three months**

New Hire's First Week

- ○ **Check in every morning and at the end of every day**
  - ○ Touch base on training progress
  - ○ Ask questions
- ○ **Schedule 1:1 meetings with everyone they will work with directly**
- ○ **Try to schedule meetings with the C-Suite**
- ○ **Conduct an onboarding survey**

Post-Onboarding

- ○ **Follow-up on a regular cadence**
- ○ **Continually screen for any emerging threats**
- ○ **Set goals and reevaluate job descriptions**
- ○ **Schedule follow-ups for onboarding feedback**

About Mitratech

Mitratech has a 35-year history as a leader in providing technology and services that empower organizations to manage risks, increase efficiency, control costs, and scale for the future.

The lines continue to blur across Legal & Claims, Risk & Compliance, and Human Resources (HR)— and Mitratech is the trusted partner in driving clarity and collaboration across all these functions with cloud-based, automation-driven solutions.

For HR professionals, Mitratech's integrated technology portfolio now powers end-to-end talent strategy and compliance with world-class solutions for DEI, OFCCP compliance, talent acquisition and workforce analytics, learning and performance management, comprehensive background screening, ongoing monitoring, mobile access, award-winning I-9 capabilities, and more. These offerings are further supported by Mitratech's robust software and services across workflow automation, immigration case management, and policy management.

Mitratech serves over 10,000 organizations worldwide, spanning more than 160 countries.