

Pre-Boarding Checklist

From accepted offer to first day — week-by-week

WITHIN 48 HOURS OF ACCEPTANCE

- ☐ Personal welcome email from the recruiter or hiring manager — warm, specific, names the buddy
- ☐ Confirm start date in writing
- ☐ Send offer-acceptance acknowledgment to payroll, IT, and facilities
- ☐ Open the IT provisioning ticket (laptop, accounts, badge, software)

TWO WEEKS OUT

- ☐ Assign the new-hire buddy and notify the buddy by name
- ☐ Send the orientation schedule for day one (timing, location, what to bring)
- ☐ Send the I-9 / paperwork pre-fill links if your system supports it
- ☐ Mail or stage the swag package (notebook, mug, branded gear — small, tangible)
- ☐ Pre-schedule the first manager 1:1 on the calendar

ONE WEEK OUT

- ☐ Verify workspace ready — desk, monitor, phone provisioned, parking permit issued
- ☐ For remote: confirm laptop is shipped and tracked
- ☐ Send team announcement so the new hire's name and photo appear in the right channels
- ☐ Block the manager's calendar for day one — at minimum the welcome and the closing 1:1

DAY BEFORE

- ☐ "See you tomorrow" text or email — building entrance, who to ask for, dress code
- ☐ Confirm the buddy is on-site or online
- ☐ Confirm the welcome lunch is booked
- ☐ Test the new hire's accounts one more time