

Day One Checklist

Necessary admin + memorable culture — both halves

MORNING — THE NECESSARY

- ☐ Welcome at the door by HR or the buddy — not the receptionist
- ☐ Workspace tour: desk, restroom, kitchen, fire exit, the coffee machine
- ☐ I-9 verification with original documents
- ☐ Payroll setup, direct deposit, tax forms
- ☐ Benefits enrollment walkthrough (don't just hand them the packet)
- ☐ Policy and compliance review — handbook, harassment training, security basics
- ☐ Badge, parking permit, building access

AFTERNOON — THE MEMORABLE

- ☐ Welcome lunch with the manager, buddy, and at least one teammate
- ☐ Mission, vision, values walkthrough — by a person, not a slide
- ☐ Org chart overview with photos and names
- ☐ The story of the company — founders, products, the why
- ☐ Introduction to the immediate team in person or on video
- ☐ Closing 1:1 with the manager — "what surprised you, what's still unclear, what do you need tomorrow?"

Day 1 goal: They leave feeling welcomed, informed, and proud to be here. If any one of those three is missing, the design is off.