

# Onboarding Timeline

Provided by :  HR Cloud

Today, the demand for companies to retain top talent is growing. Onboarding is increasingly being seen as a critical tool to boost engagement, reduce attrition and help make new employees more productive sooner.

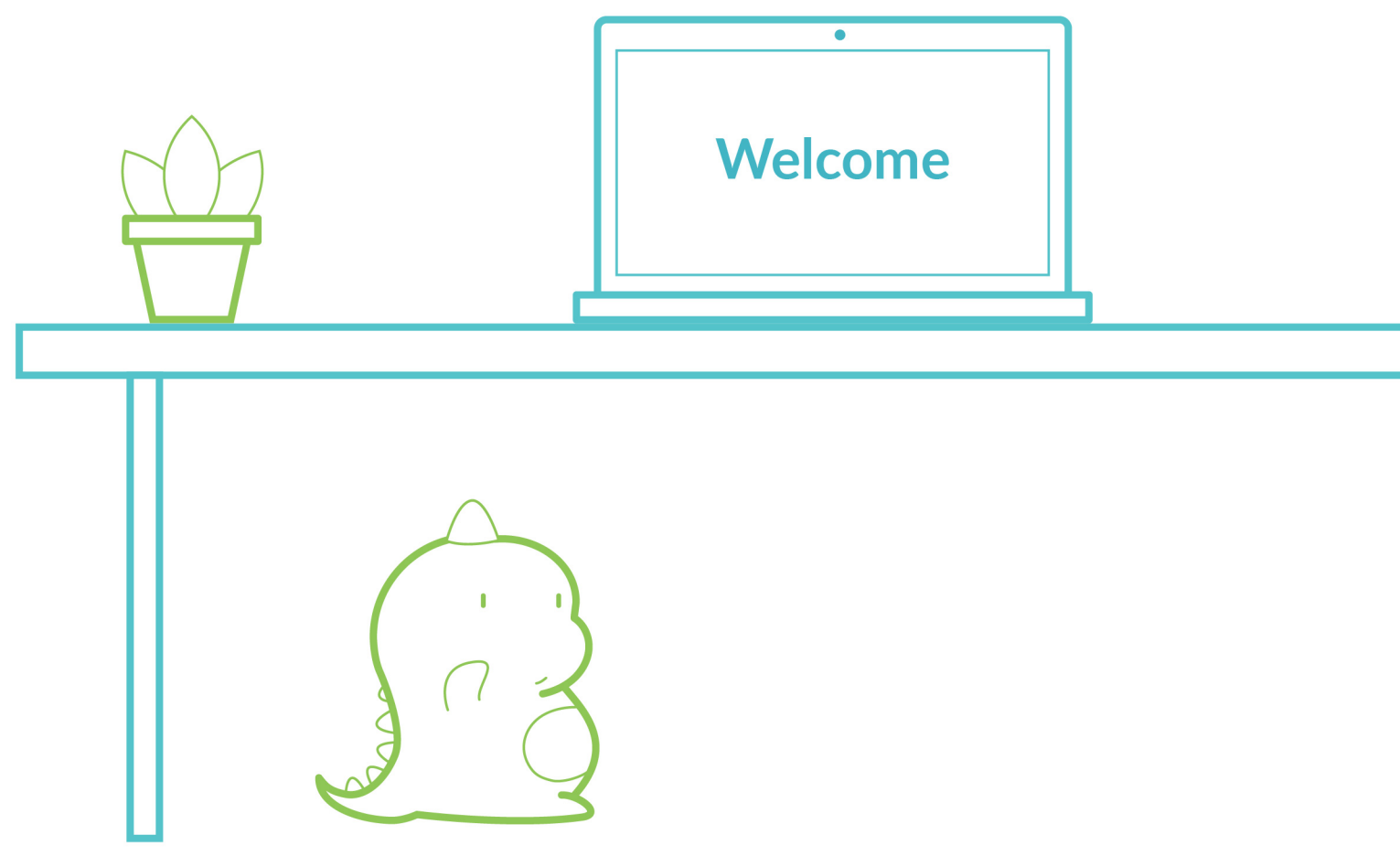


## Two Weeks Before Start Date

- Send your new hire a “Welcome” email to establish a point of contact.
- Send a Welcome package with company goodies.

## Week Before Start Date

- Access to new email account.
- Send your new hire the company handbook and their schedule for first and week so they feel prepared on their first day.
- Have them fill out new hire paperwork like direct deposit and I-9 before their first day.
- Notify IT prepare computer and monitors so it’s ready for their first day.



## First Day

- Welcome your new employee and give them a tour of the workplace.
- Review their schedule for the first few days.
- Set up new desk with supplies, computer, monitors.
- Add employee to necessary mailing lists and calendar events.
- Get building access and parking permit.

## Introductions

- Arrange a welcome meeting so they can get to know the team better.
- Send introduction email or new hire announcement to entire company.

## Welcome Lunch

- Take your new hire(s) out to lunch to celebrate their first day.

## Downtime

- Give your new hire time to settle in and set up necessary accounts and passwords.

## Formal HR Meeting

- Discuss benefits enrollment, policies, structure, culture, etc.
- Review new hire paperwork with them and answer any questions.

## First Week

- Set clear goals and objectives for your new hires so they can hit the ground running.
- Outline a roadmap for key projects they will be working on so they can begin collaborating with the team.
- Give them meaningful tasks to get them started.



## Follow-up

- Conduct a follow-up survey to get feedback on the onboarding process.
- Conduct 3 month, 6 month and 1 year check-ins to make sure your new hire has successfully assimilated into the company.

HR Cloud is an all-inclusive onboarding solution that is reinventing best-in-class technology. Smart, intuitive and comprehensive, we’ve designed our flexible and fully customizable services to support today’s HR and engage in mobile, connected workforce to set the standard in onboarding processes.

[Click To Learn More About Onboarding Software](#)

### Unleashing Human Resourcefulness

HR Cloud is a modern and powerful cloud-based HRMS solution with a complete suite of HR functionality, including core, performance, onboarding, recruitment, absence management, and time clock HR software.

For more information visit [hrcloud.com](https://hrcloud.com) or contact [Info@hrcloud.com](mailto:Info@hrcloud.com).