

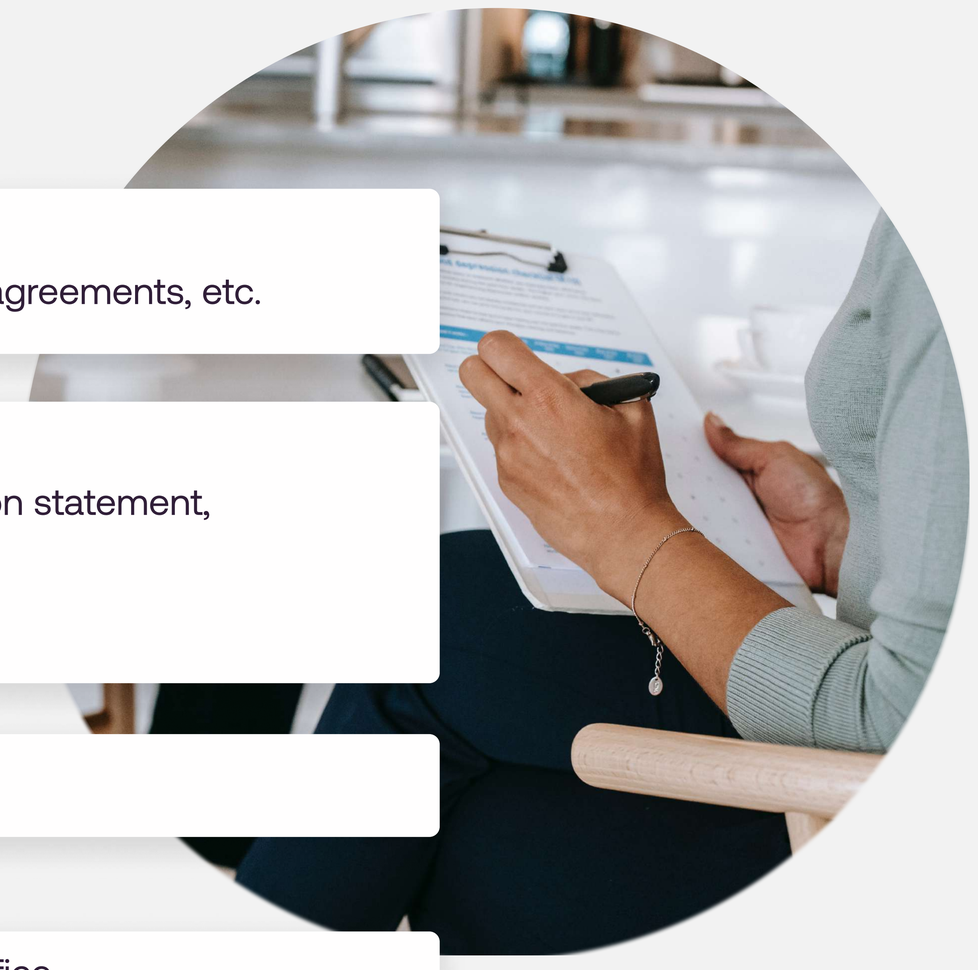
Onboarding Checklist

Create an amazing employee experience from day 1

Ensure a structured onboarding process and don't forget any important tasks with our checklist. Your new employees will feel comfortable and can be productive quickly.

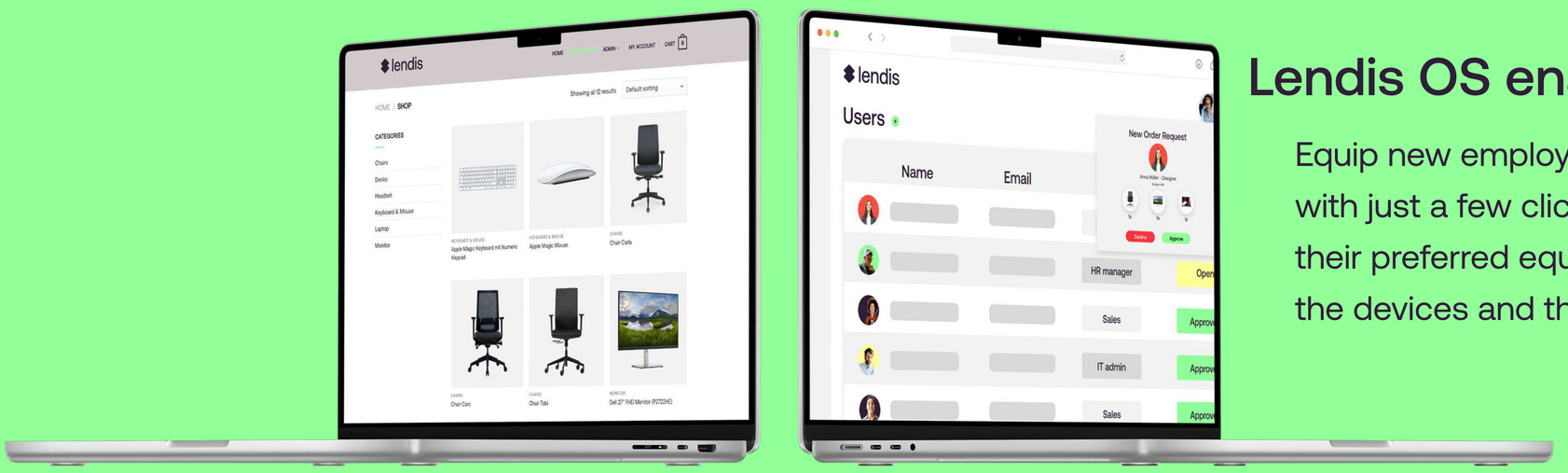
1. Preparation Phase (Preboarding)

Before the first day of work



- [ ] Sign and archive contracts
  - Employment contract, company agreement, non-disclosure agreements, etc.
- [ ] Compile information material and send to new employee
  - e.g. welcome folder, documents for the start, company mission statement, organizational chart
  - Agenda of the first working day
- [ ] Procurement of the necessary equipment
- [ ] Organize equipment for the workplace in the office and home office
  - Consultation with IT and department head
  - Ordering and coordination of delivery
  - Assembly of the delivery
- [ ] Set up workstation
  - Organize and install access data and licenses for tools and software

💡 Done within seconds with Lendis OS!



Lendis OS enables you

Equip new employees optimally in the office and home office with just a few clicks. Simply let your new colleagues choose their preferred equipment, Lendis takes care of delivery, setup of the devices and the assembly of the furniture at home.

Request and archive new employee documents
- Social security number, membership certificate, and tax ID

Designate contact person as "Onboarding Buddy”

Inform entire team
- Prepare and create employee profile on your intranet or company Wiki
- Provide to-dos and information for all colleagues involved in the onboarding process
- Clarify responsibilities and areas of accountability

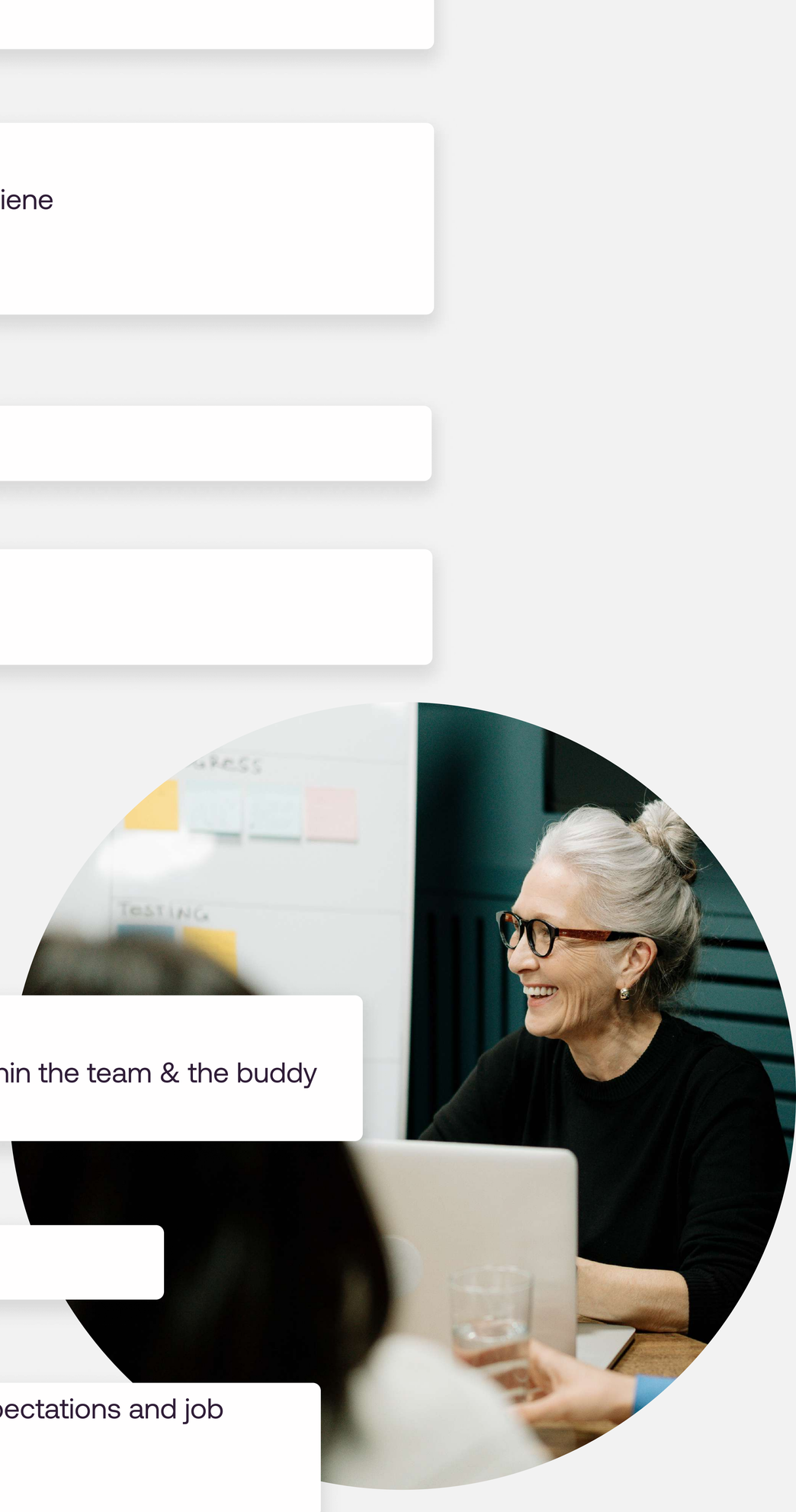
Create personalized onboarding plan
- Organize information sessions on occupational safety & hygiene
- Prepare introductions to processes and projects
- Compile training plans and courses

Invite onboardee to appointments and onboarding meetings

Compile welcome package
- e.g. greeting card, merchandise of the company, office key

2. Orientation Phase

First day of work



Welcoming & introductions to colleagues
- Office tour and initial briefing, get-to-know-you meeting within the team & the buddy

Handover of welcome gift

Explain onboarding process and create transparency about expectations and job responsibilities
- Brief employee on upcoming weeks

Walk through internal processes and procedures
- Work hours, home office, holiday policies, vacation and sick leave requests, benefits and perks, safety policies, have expectations meeting with supervisors

Have lunch together

During the first weeks of work



- Communicate corporate goals
- Present corporate culture and values
- Organize introductions
  - Into departments, products, projects and tasks
  - Organize job rotations and shadowings
- Schedule get-to-know-you appointments with colleagues
- Take photo of the employee & upload
- Conduct feedback discussions
  - Clarify open questions and requests
  - Obtain feedback on the onboarding process

3. Integration Phase

After a few weeks/months



- Training on the job
  - Continuing education, training and workshops
- Conduct recurring feedback meetings
  - e.g. after 30, 90 and 180 days
- Promote team building
  - Organize team events and team lunches, also across departments

Technical On- & Offboarding

Lendis OS

Equip new employees anywhere with just a few clicks. Simply let them choose their preferred equipment, Lendis takes care of delivery, setup of the devices and the assembly of the furniture.

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