

1-MONTH NEW STARTER PRE-INDUCTION ONBOARDING TIMELINE

Week One

1

OFFER ACCEPTED

Job offer verbally accepted. Contract of employment signed and returned by the candidate.

2

WELCOME CARD SENT TO HOME ADDRESS

Signed by their joining team, peers, managers and the MD/CEO.

Week Two

3

SEND FIRST DAY PLANS & EQUIPMENT REQS

Confirm first-day location, start time, lunch plans etc and ask if they need any specific equipment, such as a standing desk.

4

TEAM SOCIAL INVITATION

Invite them to a team social or ask them to call in after work one day for an informal meetup. Make this casual, relaxed and fun!

Week Three

5

TEAM SOCIAL EVENT TAKES PLACE

Include peers, managers and any direct reports the new starter will have in this informal social meeting so they can get to know each other.

6

WELCOME GIFT SENT TO HOME ADDRESS

Send them a welcome gift containing relevant items, such as an inspirational book, mug, desk accessory, sweet treat etc.

Week Four

7

ASSIGN THEM A MENTOR/BUDDY/COACH

Choose someone already established in the team to guide them in culture/norms etc. Introduce them via email to build rapport.

8

WARM WELCOME & A PERFECT FIRST DAY!

Ensure their desk and equipment are prepared and their induction plan ready.

First Day!