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|  |  | ABC corporations23.10.2024 |  | | |
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|  |  | Pre onboarding  Schedule | |  | |
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|  | **Welcome Kit Delivery (Physical or Virtual)**   * **Physical Welcome Kit**: Send a curated welcome box to new employees’ homes with branded merchandise (company T-shirt, mug, notebook), stationery, or even a personalized note from the CEO or direct manager. * **Digital Welcome Kit**: For remote workers, this could include personalized wallpapers, onboarding videos, company values infographics, and interactive welcome cards.   **Documentation**:   * Send out necessary paperwork like employment contracts, tax forms, and other documents to be filled in digitally before the first day. * Create a **dedicated onboarding portal** where new employees can log in to access company resources, orientation videos, team introductions, and important documents. This portal can also include a “countdown to start” with important deadlines and steps to complete before the first day.   **Welcome Video from Leadership & Team**   * Share a short video or presentation introducing the company’s values, mission, vision, key members of the team and encouraging their future contribution. * Provide a brief overview of the company's history, mission, values, and culture. * Include **team introduction videos** where colleagues briefly introduce themselves, share fun facts, and explain what they do. This helps create a sense of familiarity before Day 1.   **Role-Specific Microlearning Modules:**   * Send **bite-sized learning modules** before the first day. For example, a 5-minute video or article relevant to their department or specific tools they’ll use. This helps them get a head start on learning, without overwhelming them.   **Personal Development Roadmap:**   * Share a **development roadmap** that outlines the training, milestones, and potential career growth in the company. This gives new employees an idea of the learning opportunities and their career path right from the start. * Outline the key responsibilities, expectations, and performance metrics for the new role. | | | |  |