

New Employee Onboarding

Draft



General



8 steps



Updated 2/19/2026

Step-by-step process for bringing a new team member up to speed on their first day and first week.

#onboarding #new-hire

Steps

- 1 Send welcome email with start date, time, dress code, and parking info
 - 2 Prepare workspace — desk, equipment, login credentials, keys/badges
 - 3 Greet new hire and give a walkthrough of the facility
 - 4 Introduce to team members and assign a buddy or mentor
 - 5 Review company policies, safety rules, and expectations
 - 6 Walk through their role — daily tasks, tools, and who to ask for help
 - 7 Set up payroll, benefits enrollment, and any required paperwork
 - 8 Schedule a check-in at the end of their first week
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