



## Before New Employee's First Day

- ✓ Send a first-day agenda so they know what to expect.
- ✓ Send virtual meeting invites and automate the flow.
- ✓ Send manuals and instructions for creating corporate accounts.
- ✓ Send a digital copy of your employee handbook to new employees so they can familiarize themselves with it and prepare any questions they may have.
- ✓ Send out an FAQ document for new joiners.

## On Employee's First Day

- ✓ Use a clear and crisp presentation outlining company history, mission statement and display company timeline with key achievements.
- ✓ Set out meetings with reporting managers where the new employee's tasks and present job-specific tools will be discussed.
- ✓ Present business objectives related to the new employee's position and team, as well as a list of helpful resources.
- ✓ Display and explain reports that track the team's KPIs.
- ✓ Explain the roles of the various team members and how the new employee will interact with them.
- ✓ Provide any product demonstrations that the new employee may require, as well as making time for the new employee to ask questions.