New employee welcome package | Workable

Here’s a new employee welcome package checklist to help you onboard new hires:

Informative paperwork and guides

Start with the basics that new hires should know about your company and your people. Provide information that will help new employees acclimate in their new workspace and save them from asking potentially uncomfortable questions (e.g. “Where is the bathroom?” or “Where I can find the HR Manager and what’s their name?”) Here’s what to include:

* A print copy of your employee handbook
* HR forms, like:
  + Employment contract
  + Benefits forms
  + Emergency contact form
  + Confidentiality agreements
  + Company policies acknowledgement
* Agendas for new hire’s first day and first week at work
* Organizational chart
* Office map
* An employee directory, including each employee’s:
  + Phone number
  + Email
  + Username on company messaging app
* A guide with local hotspots, including nearby:
  + Cafes
  + Restaurants
  + Gyms

Useful material and tools

Give new employees practical items that they’ll use on a daily basis. Also, think proactively and gather resources that will help them complete their first tasks (e.g. a company software guide.) These items could be:

* IT hardware, including:
  + Laptop
  + Monitor
  + Mouse
  + Keyboard
  + USB stick
* Security items to allow access to the building, including:
  + Entrance token
  + Keys and locks
  + Employee ID
  + Parking card
* Stationery, including:
  + Pens
  + Pencils
  + Post-it notes
  + Notebook
  + Company stickers
* Manuals about:
  + Computer setup
  + Proper use of office equipment
  + Company software

Personalized items

Offer thoughtful, customized items to give new employees a warm welcome. These items can speak volumes of your culture and show that you are excited for your new hire’s arrival. Here’s what to offer:

* Welcome letter. For a more personal touch, consider making this a handwritten note. It could come from:
  + the hiring manager;
  + the company CEO; or,
  + new hire’s team members.
* Branded merchandise, like:
  + A coffee mug
  + A water bottle
  + A T-shirt or hoodie
* Nameplate
* Business cards
* Welcome gift. This can be relevant to the new hire’s team’s culture, or something that might be useful. Here are some ideas:
  + Books
  + Headphones
  + Gift cards