3-MONTH NEW STARTER PRE-INDUCTION ONBOARDING TIMELINE

1 — OFFER ACCEPTED
Contract of employment signed and returned.
T - 11 WEEKS
To start date

2 — WELCOME EMAIL
Thank them for the signed contract and begin to build rapport.
T - 10 WEEKS
To start date

3 — EQUIPMENT REQS
Reach out to see if they need specific equipment, such as a laptop or standing desk etc.
T - 9 WEEKS
To start date

4 — WELCOME GIFT
Send them an inspirational book, mug, desk accessory, sweet treat etc.
T - 8 WEEKS
To start date

5 — QUICK EMAIL
Ensure they have received the welcome gift and continue to build rapport.
T - 7 WEEKS
To start date

6 — TEAM INFO PACK
Send them information about the team structure so they can become familiar with them.
T - 6 WEEKS
To start date

7 — INVITATION EMAIL
Invite them to a team social or ask them to call in one day for an informal meetup.
T - 5 WEEKS
To start date

8 — TEAM SOCIAL
Make this informal, relaxed and fun!
T - 4 WEEKS
To start date

9 — TEAM WELCOME CARD
Send a card signed by those working with the new starter and the MD or CEO.
T - 3 WEEKS
To start date

10 — FIRST DAY PLANS
Confirm first day location, start time, lunch plans etc.
T - 2 WEEKS
To start date

11 — MENTOR/BUDDY
Assign a mentor or buddy to guide them in culture/norms etc. Introduce via email.
T - 1 WEEK
To start date

12 — WARM WELCOME
Ensure their desk and equipment are prepared and their induction plan ready.
T - 0 WEEKS
New job!

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