# 14 employee onboarding processes & ideas

- 1 Preboard employees
- Set up each new hire's workspace

## Onboarding

- Hold entrance interviews
- Involve all team members
- 9 Invite new hires to lunch on their first day
- Create SOPs for all processes
- 13 Check in regularly

## Preboarding

- Have fun with the employee handbook
- Announce new employees

- 6 Offer a welcome gift
  - 8 Assign a buddy
  - 10 Set clear goals
- 12 Request feedback
- 14 Recognize milestones

# **Sample Onboarding Process Document**

**Ahmed Musa** 

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