

# New Employee Onboarding Ideas Checklist

## Spread the word

- Announce your new hire on the office's [digital signage](#) screens
- Send new employees a **mini survey** before they start
- Create a buzz about new staff through a [pop-up profile message](#)
- Spotlight new hires in your **employee app** content feed

## Make them welcome

- Assign new staff a '**buddy**' to guide them and answer any questions
- Share a **morning tea** or off-site paid lunch with teammates on the first day
- Give new staff a **personalized welcome gift** on their desk
- Send a **welcome gift pack** to the new employee's home before they start

## Get them involved

- [Survey](#) new staff on how they're settling in at intervals through the first 90 days
- Encourage participation** to help new staff immerse themselves faster
- Forge connections with colleagues through **activities** like an office scavenger hunt
- Schedule **regular check-ins** between new hires and their manager

## Build their knowledge

- Share a **video overview** to introduce and humanize the company and key staff
- Produce a **101 guide** covering personnel, teams, resources, food outlets etc.
- Remind new staff of helpful information via [corporate screensavers](#)
- Test and reward new employees' knowledge through an online [quiz](#)