Pre-Arrival Checklist Sample

Administration and Technology	☐ Request admin/technology access for hardware and software as early as possible
	☐ Provide information about accommodations and clarify the process for requesting them with the new hire
	☐ Check-in with the new hire about relocation/commuting - share local housing resources, transit information, etc.
	☐ Provide company address and map (parking/security instructions if necessary)
	☐ Organize training sessions and materials for the new hire. Ensure they are organization-specific, team-specific, and role-specific
Team Connections	☐ Find opportunities for job shadowing (separate from the direct supervisor, if possible)
	☐ Find a mentor/buddy for the new hire (separate from the direct supervisor, if possible)
	☐ Book 1-on-1 meet and greets with team members/colleagues
	☐ Remind team/department about incoming new hire and set/reset expectations, as well as clarify what role this individual will fill
Inclusive Environment	☐ Create an environment that will be inclusive and conducive to success. For early talent, keep in mind that power dynamics may be top of mind. New hires may be anxious or stressed depending on their personality, past work experience, the environment, and their own proximity to power. Research has shown the importance of high-quality supervisory relationships, which has an impact on the learning and support required for early talent to develop successfully. Remember that communication preferences may differ between generations. If you have multiple generations of employees on your team, take this opportunity to engage in a dialogue about communication styles to avoid misinterpretations.