



CORPORATE INDUCTION CHECKLIST



FREE RESOURCE

Pre-Induction Preparation

- Finalise signed agreements
- Share the Digital Corporate Induction Handbook
- Organisational values, culture, structure
- Policies (e.g., code of conduct, health and safety)
- Tools and platforms
- Set up IT access
- Email accounts and login credentials
- Software tools and security protocols
- Schedule introductory meetings
- Line manager welcome
- Team orientation
- Assign a buddy or mentor
- Confirm mandatory training (e.g., GDPR, workplace safety)

Day 1: Welcome and Orientation

- Host a formal welcome session
- Message from leadership
- Overview of mission, vision, and values
- Introduce organisational culture
- Explain culture type (e.g., collaborative)
- Highlight its role in daily work
- Conduct office or virtual orientation
- Distribute equipment or confirm delivery
- Review key sections of the Induction Handbook

Week 1: Role-Specific Integration

- Conduct role-specific training
- Define responsibilities and expectations
- Introduce team and key collaborators
- Provide access to training resources
- Organisational programs and self-paced modules
- Outline performance metrics and evaluation timelines
- Arrange team meeting to share goals and workflows

Remote and Hybrid Considerations

- Share digital collaboration norms
- Virtual meeting etiquette
- Tools (e.g., Slack, Teams)
- Explain remote work policies
- Flexible hours and expense reimbursements
- Plan virtual team-building activities

Digital Nomads, Freelancers and Contractors

- Provide tailored induction
- Role-specific policies and expectations
- Compliance requirements (e.g., confidentiality agreements)
- Share relevant sections of the Induction Handbook
- Define deliverables and timelines

GET IN TOUCH

Organisational Structure and Culture Integration

- Present organisational chart
- Explain reporting lines and leadership roles
- Highlight collaboration opportunities
- Discuss organisational values with examples
- Share cultural touchpoints
- Town halls and social events
- Recognition programmes

Well-being and Support

- Provide well-being resources
- Employee Assistance Programs (EAP)
- Work-life balance guides
- Share HR contact details
- Highlight wellness initiatives (e.g., mindfulness sessions)

30/60/90-Day Checkpoints

- Schedule review meetings
- Discuss progress and feedback
- Revisit performance goals
- Collect feedback on onboarding experience
- Reaffirm alignment with values and culture

Diversity, Equity, and Inclusion (DEI)

- Include DEI training
- Share inclusivity and cultural awareness resources
- Highlight equity and inclusion initiatives

Feedback Loops for Continuous Improvement

- Gather feedback on the induction process
- Identify areas for improvement
- Regularly update the checklist to reflect changes

Purpose

This checklist ensures all new hires; remote, hybrid, office-based, digital nomads, freelancers or contractors are effectively onboarded. It aligns them with organisational culture, values and goals.