Startup Employee Orientation Checklist

Before First Day

- ☐ Send welcome email
- ☐ Share company handbook
- ☐ Set up accounts & access
- ☐ Assign mentor or buddy
- ☐ Prepare workstation

First Day

- ☐ Office tour
- ☐ Team introductions
- ☐ Review company mission & values
- ☐ Set up email & tools
- ☐ HR paperwork

First Week

- ☐ Role-specific training
- ☐ Review company policies
- ☐ Meet with manager
- ☐ Initial goals & expectations
- ☐ Introductory project assigned

First Month

- ☐ Performance check-in
- ☐ Feedback from mentor
- ☐ Participate in team meeting
- ☐ Explore growth opportunities

- [ ] Company culture activities

Comments / Notes