

Onboarding Checklist for Managers

Dear [Manager's Name],

Welcome to the team! As you begin your journey with us, here's a checklist of onboarding tasks to ensure a smooth transition:

Pre-Onboarding Tasks

- Review company policies and handbook
- Complete all necessary paperwork
- Set up your workspace

First Week Tasks

- Meet with HR for orientation
- Introduce yourself to your team
- Familiarize yourself with departmental tools and software

First Month Tasks

- Schedule one-on-one meetings with team members
- Set clear expectations and goals with your team
- Attend a leadership training session

If you have any questions or need further assistance, please feel free to reach out.

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]