

# 5-Step New Hire Checklist

## Congratulations, the offer you extended was accepted!

The time between an accepted offer and start date is tricky, a lot can happen. Your new hire is often hearing from everyone but you. They are working out their notice period which also gives their current employer an opportunity to plead for them to stay. Not to mention they might hear from other companies they were interviewing with. Not hearing from you at all during this transition period is a risk and can end badly. Staying connected between an accepted offer and Day 1 is a must!

1. **CONNECT:** Lunch. Coffee. Happy Hour. At a minimum, call and email to maintain contact and the rapport you built during the interview process. The downtime before the first day can leave your new employee in no man's land. Platinum Recruiting plays a vital role in this process and we make it a point to consistently stay in touch with our candidates between an accepted offer and Day 1.
2. **WELCOME PACKAGE:** Some call it a "Swag Bag". Send a welcome package to new hires. It can include necessary onboarding information but include something fun. Sometimes the little things go a long way.
3. **BASICS:** Please have the basics ready: Office/workspace, computer, badges, access to files, shared drives and even doors in your building. Sound obvious? You'd be surprised.
4. **ANNOUNCEMENTS:** Be sure the right people know about your new employee. There is nothing worse for a new hire than showing up on Day 1 with team members wondering who they are and what they're doing there.
5. **PLAN:** Have a plan for Day 1 & beyond! Introductions, meet & greets, onboarding, training and more.

## MAKE DAY 1 GREAT AGAIN!

Your employees are your greatest asset.  
Choose them wisely.

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