

5 steps for preboarding success



The period from which the employee signs the contract to the first day of employment is often referred to as preboarding. In some cases that phase can last for well over three months.

That is a long time for a highly touted prospect, and it is not uncommon that doubts arise. Let's dive into some steps to keep the new hire warm and excited.

1

Let's get this party started

Before signing the contract

Send a secure link to the candidate's email, where they can enter their personal information for the employment contract. This avoids sending personal data via email. An e-contract is generated and sent to manager and candidate for signing.

2

Welcome to the crew!

After signing the contract

Welcome the new hire with a greeting from the team. Introduce the company, give a brief overview of the organization and its culture. Include information about office hours, flexibility, and dress code. If you want to go all the way, send a gift to the new employee's address, such as a box of chocolate or flowers.

3

How's it going?

Four weeks before start date

Use the HR system and reach out and check in on the new employee. How is he/she feeling? Is there anything he/she wonders about? Allow the new employee to choose his/her computer and phone.

4

Almost there

One week before start date

Give the new employee a call and see if any additional questions have popped up. Follow-up on the previous step to make sure everything is under control.

5

See you in a flash

One day before start date

Use your HR system to generate an email that summarizes everything there is to know before the first day. Attach the schedule for the first week. Make sure to provide the address and door code, so they know where to go.