

The Benivo Company Welcome Checklist

How welcoming is your company towards new joiners?

In the [Art and Science of an Outstanding Company Welcome](#), we explored the anatomy of an Outstanding Company Welcome.

To help you take the pulse on your own organisation's Welcome, we created this checklist.

Simply tick the boxes, indicating which of the measures your company currently takes in making new joiners productive and at ease quickly. Use it as a blueprint to see in which areas you should develop further.

Hint: start working on those areas of the pyramid first where you have a low sub score.

It's worth noting that this is a long list of measures and recommendations. We do not expect any company to reach a perfect score. We ourselves are far from it.



Yes

No

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Subtotal:

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Area 1: Logistics

Your company provides to relocating employees:

Pre-boarding

Resources to find accommodation - e.g. a thorough, up-to-date document that lists major real estate websites, an overview of particularities of your local real estate market, a map with a rough description of neighbourhoods and respective rent levels

Temporary accommodation - either paid by you or by the employee

Checklists for administrative errands when settling in: An overview of things to do: Registering for healthcare, council tax, utilities, getting a mobile phone and broadband

Information about immigration topics: Whenever applicable, you provide to employees an overview of their immigration status

A contact person to turn to when logistics questions arise

First-day logistics: Employee knows how to get to the company location on Day One and where to go upon arrival etc.

Summary of all the above logistics topics in one reference document for the employee to readily access

A physical welcome pack with things like company swag, a local map, a city guide, a local treat, coupons, and key info for their first day on the job

Onboarding

Attention on the employee not having any logistics worries in their first weeks: The HR contact person deliberately checks in with them on logistics matters on a regular basis



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Area 2: Workplace Basics

Your company provides to employees:

Pre-boarding:

IT setup before the employee's first day: Hardware (company laptop, phone) ready to go on Day One

IT setup before the employee's first day: Software (email account, other accounts they may need) ready to go on Day One

Schedule of their first day(s) at work: Employee knows what to expect

Paperwork required for payroll, taxes and insurance: All requested from the employee before Day One

Company culture or HR handbook: An opportunity to get to know the company

A link to all things HR: Payroll account, benefits site etc.

An org chart that allows the employee to understand their own position in the business

Role-related and industry reading material

Onboarding:

Employee has some form of buddy/mentor to ask orientation questions in their first few weeks

Scheduled meetings with key colleagues in first 1-2 weeks: Line manager, peers and leaders of adjacent departments, HR

Scheduled meeting with a very senior person in the organisation in the first month, ideally the CEO

Sufficient workload prepared for the employee by their line manager

Easily accessible overview of software tools used in the company such as expenses management, comp and benefits info, vacation and other absence tracking etc.

Training schedule is clearly laid out to the employee with timings and content



Yes

No

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Area 3: Social Belonging

Your company provides to employees:

Pre-boarding (before Day One):

Send company swag to employee

Invite them to a company social event

Organise drinks with their future team

Pick up the tab for the employee during all social events

Have their future boss call the new employee

Have a future colleague (who will be working closely with them) call the employee

Onboarding:

Provide a forum for the employee to broadcast about themselves - this can be as simple as the habit of having everyone write an introductory email

Celebrate the arrival of the employee with something that involves others - e.g. pastries for breakfast for everyone

Run a lunch challenge - New employee has to have lunch with 5 colleagues outside of their immediate team in their first month

Invite them to team / company drinks in their first week

Ensure that the employee is aware of all social events happening

Subtotal:

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Yes

No

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Area 4: Esteem / Recognition

Your company provides to employees:

Pre-boarding:

Documents about career progression in your company, especially when it comes to skillsets required to advance

Examples of employees who rose through the ranks and how they did it

Overview on what extracurricular projects other employees have engaged in and how it impacted their careers positively

Onboarding:

Assign them a (senior) career mentor who is not their line manager and who checks in with them on a half-yearly basis

Line manager to have a dedicated career conversation with the new employee, setting expectations and explaining what will make them successful

HR encourages employee to proactively discuss career topics with colleagues they meet in a 1-1 setting, especially those who have recently been promoted

Meeting with senior person (see Workplace Basics - Onboarding) includes career advice

Subtotal:

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Yes

No

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Subtotal:

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Area 5: Self-Actualisation

Your company provides to employees:

Pre-boarding:

Survey on the employee's recruitment experience

Request new employee to collect their thoughts on the question "when were you at your best self?"

Onboarding:

Organise a "best self" workshop - have new starters meet and discuss (with guidance) the topic of when they were their "best self"

Remind the new employee that you expect them to use their new position as a platform to do what they do best - applying their biggest strengths on the job

HR to reflect with the new employee in a 1-1 format on their takeaways from the "best self" workshop

And now, sum up the Subtotals.

0-20 points: No doubt here are a few things you could improve in your company's welcome. Look at those areas where you have a low subtotal and work on these first. If you have a total score of less than 10, there's a considerable risk that your new employees churn at a higher rate than would be necessary.

21-30 points: There's room for improvement, but you're on a good track. Look at the pyramid levels holistically and identify leaky buckets.

31-40 points: Seriously impressive. It's mainly dotting the is and crossing the ts at this point.

41+ points: You're kidding, right? Well, we lift our hats. You're practically perfect. You should be teaching seminars about this stuff.

For inspiration on measures to implement, re-read the [**Art and Science of an Outstanding Company Welcome.**](#)

Thank you for reading!