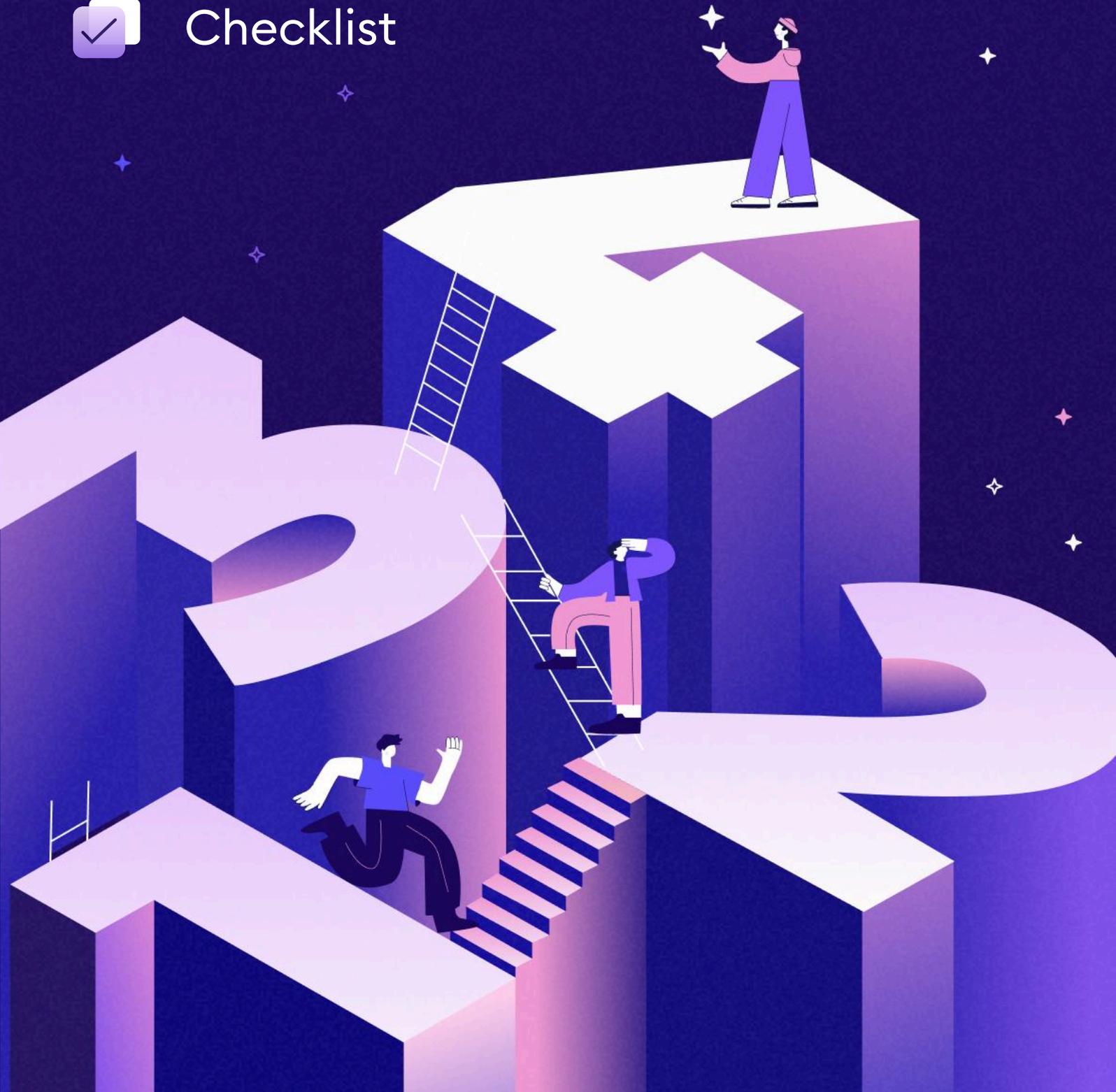# NEW EMPLOYEE ONBOARDING

Checklist

BEFORE DAY 1

- Send all pre-hire documents

- Plan out what will happen in the first week

- Prepare their workspace, tools, and other essential resources

- Inform the team about the incoming hire's name, role, and other important details. If they know you'll be making the rounds to introduce new hires, they'll be more likely to make time to be friendly and welcoming.

- Plan 'meet and greets' with important contacts.

DAY 1

- Make a general announcement on the department, floor, business unit, or whatever level of organizational structure your new hire will be joining.

- Conduct a tour. This should cover all the basics like restroom locations, where to find each department, parking spots, break rooms and lunch spots.

- Layout the week one schedule

- Assign a mentor

WEEK 1

- Walkthrough important procedures, rules, processes, and standards.

- Introduce the company culture.

- Provide setup guides. From email and computer set up, to essential processes and platforms your team uses.

- Provide a workbook. Build a workbook that includes milestones of where they should be on Day 5, Week 2 and the end of Month

- Outline the training process.

- Start training. The second day is a good time to start on their training.

- Follow up at the end of the week.

- Calendar a 2-week check-in.

- Encourage activity.

MONTHS 1 - 3

- 6 week check. Find out what is going well, and what they might need help and support with.

- Start providing regular feedback.

- Encourage independence.

- Set performance goals.

- 90 Day performance review.

IMPROVING ONBOARDING WITH iSPRING LMS

iSpring LMS turns onboarding into an efficient, cost-effective experience that accelerates time-to-productivity from day one.

01. Structured learning paths

Guide new hires through mandatory training, company policies, and role-specific skills in a clear, automated sequence. Consistent onboarding means faster ramp-up.

02. Individual development plans

Align training with career goals. Managers track progress in real time and adjust plans to support long-term development.
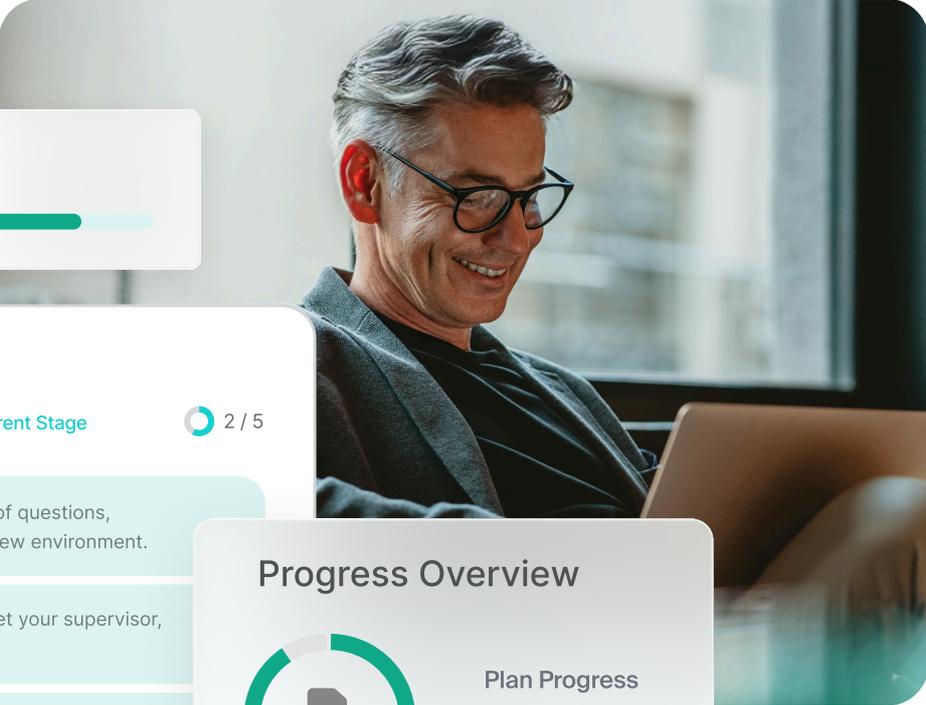
Team Progress

100%

Welcome Aboard!

September 12 – September 13 • Current Stage   2 / 5

☑ Meet the team, ask plenty of questions, and get familiar with your new environment.

☑ Take an office tour and meet your supervisor, teammates, and mentor.

☐ Set up your laptop and workstation; receive your employee ID card and system access.

Progress Overview

Plan Progress

98%

03. Automation and notifications

Auto-enrollments and smart reminders eliminate manual follow-ups. Onboarding stays on track. HR remains focused on strategy instead of administrative tasks.

04. HR portal and knowledge base

A centralized hub for documents and FAQs. Employees can find answers independently. Self-service becomes standard practice.

05. Mobile learning

Courses are available anytime, anywhere. They are fully accessible on smartphones and tablets and are designed for hybrid and remote teams.

06. Proven results

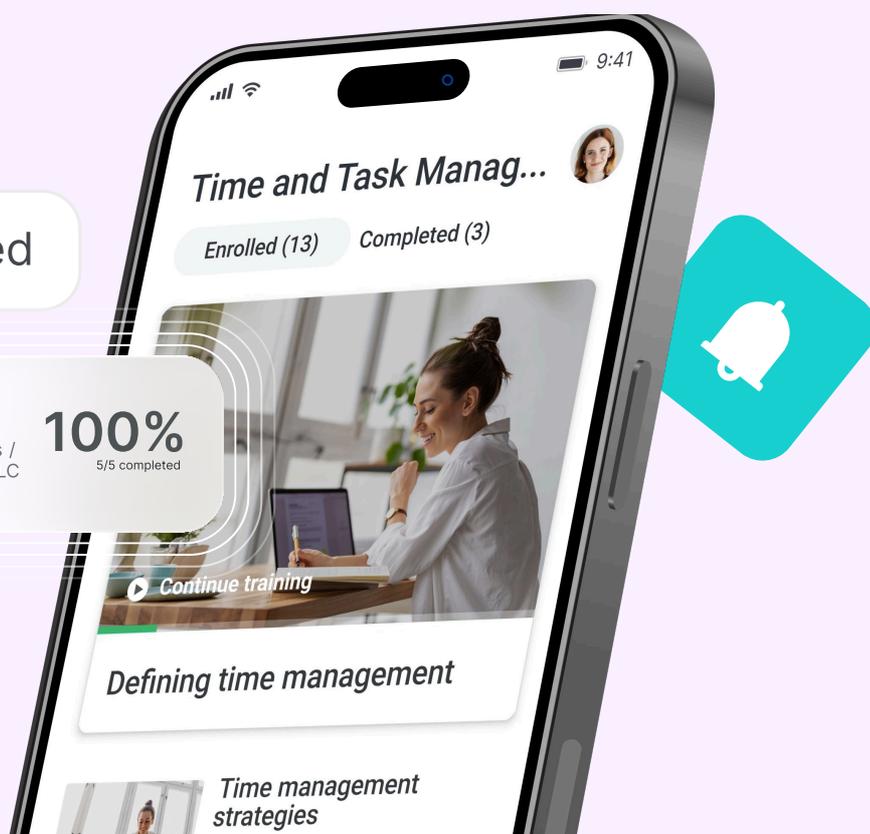Faster onboarding, reduced training costs, less administrative work, and engaged employees from the beginning.

👍 Completed

Anna Simon
Sales Europe / Sales /
Sample Company, LLC

100%
5/5 completed

Time and Task Manag...

Enrolled (13)   Completed (3)

Continue training

Defining time management

Time management
strategies

CLIENT SUCCESS IN ACTION: FASTER, SMARTER ONBOARDING

With iSpring, we reduced onboarding time by 50% →

What I love about iSpring is how easy it is to do everything. With the help of iSpring, we have reduced onboarding time from six to eight weeks to about four weeks.

Kate Shaw
Administration and Training Manager at Central One

iSpring LMS is simple to use, just like Netflix →

When new account managers join Oticon, Inc., they go through a 10 week onboarding program to help them acclimate to the company and become productive quickly.

Josephine Poelma
Executive Director of Learning and Development at Oticon, Inc.

WELCOME TO THE iSPRING COMMUNITY!

iSpring LMS →

The all-in-one solution for creating and managing efficient employee onboarding.

iSpringPro YouTube channel →

Expert training tips. Platform walkthroughs. Onboarding inspiration. New videos weekly.

iSpring Learning Exchange →

A global LinkedIn community for L&D professionals. Share insights. Swap course design ideas. Learn from peers around the world.