

# ONBOARDING A FREELANCER

## CHECKLIST

### **Pre-onboarding:** Preparations before the freelancers starts to work

- Create a clear briefing
- Provide all necessary and relevant information
- Explain company culture in advance
- Involve existing employees and stakeholders
- Set up a functional workplace
- Restructure upcoming appointments and meetings
- Organise training
- Have welcome present ready

### **Onboarding:** Steps during the first days since the incorporation

- Explain the process so far
- Explain expectations and responsibilities
- Assign tasks for the first few days
- Explain legal procedures and processes
- Offer a (virtual) tour
- Reiterate company values
- Clarify company goals and strategies

### **After-onboarding:** Strategies which make the difference

- Get feedback
- Provide follow-up information
- Check in regularly

