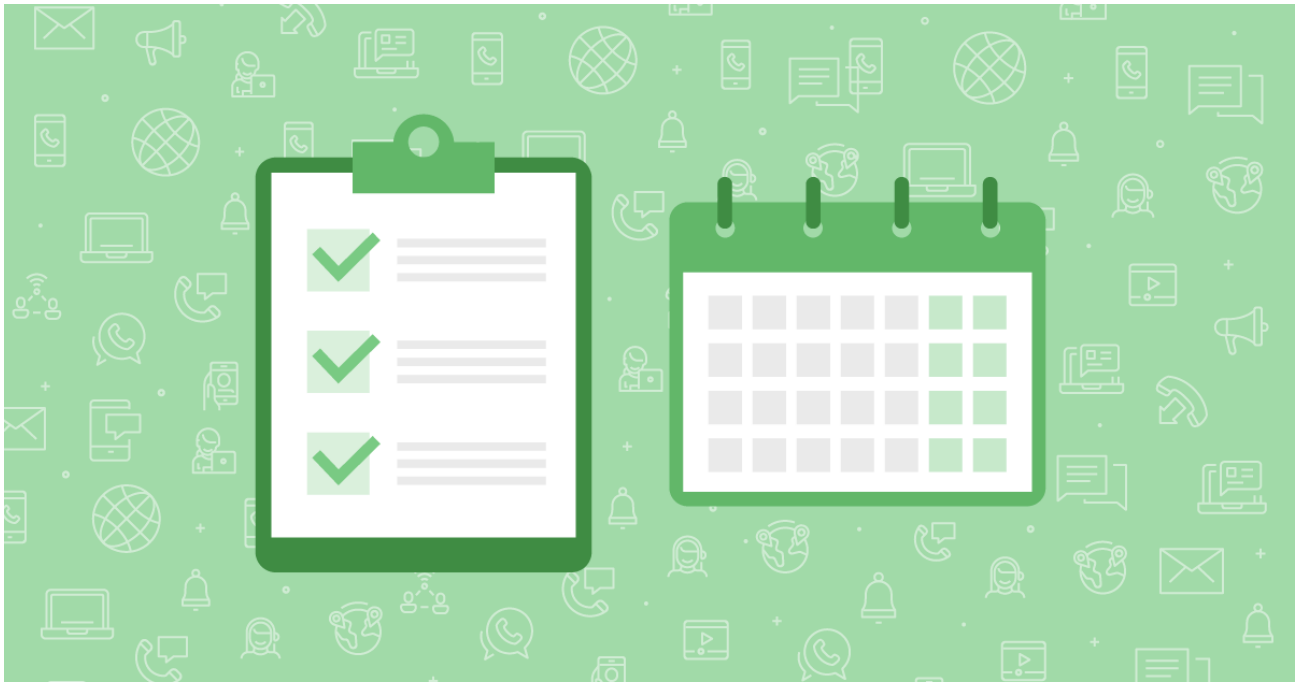
Freelancer Onboarding Checklist

Each time you hire a new freelancer to join your team, complete these processes to ensure a smooth and efficient onboarding experience for your new team member.



- [ ] Basic introduction of the company and objectives for the project
- [ ] Collect all necessary contact details from freelancer
- [ ] Send out/receive contract (if necessary)
- [ ] Send/email a welcome packet (if necessary)
- [ ] Freelancer introduction email or call to other team members
- [ ] Set up communication (email, software, etc)
- [ ] Establish communication guidelines, checkins, meetings, etc
- [ ] Set up platforms (which tools will be used to complete the project)
- [ ] Send/email company/blog style guidelines (if necessary)
- [ ] Send/email article/blog guidelines
- [ ] Send/email all project information and project guidelines
- [ ] Set up expectations and deliverables (including timeline and schedule)
- [ ] Establish payment method and schedule

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