

New Hire Onboarding Template – Startup Edition

Synergy HR Solutions – Scalable HR support for growing businesses. This template helps startups onboard new hires quickly while keeping compliance in check. Use it to set expectations, build culture, and accelerate productivity. Note: This template provides general guidance and may not include state-specific requirements. Employers should review state and local laws or consult with HR/legal professionals to ensure compliance.

Pre-Start (Before Day 1)

- Offer letter signed and returned.
- Equipment, email, and system access prepared.
- Welcome email sent with Day 1 agenda.
- Assign buddy/mentor if applicable.
- State-specific compliance notices prepared (CA wage notice, NY harassment policy, etc.).

Day 1

- Welcome meeting with founder/manager.
- Overview of mission, values, and product vision.
- Review handbook and compliance basics (at-will, timekeeping, policies).
- Team introductions and role overview.
- Workspace and tools orientation (Slack, Jira, GitHub, etc.).

Week 1

- Complete compliance paperwork (I-9, W-4, state forms).
- Product demo/training.
- Intro meetings with cross-functional teams.
- First check-in with manager: goals + expectations.

Day 30

- Review first project/work deliverables.
- Feedback session (what's working / what's challenging).
- Training: performance tools or frameworks (OKRs, Agile, etc.).
- Culture check: Are values visible in action?

Day 60

- Skills development module (technical or soft skills).
- Cross-training with another team.
- Check-in with mentor/buddy.
- Feedback session with manager.

Day 90

- Review progress against goals.
- Formal 90-day feedback session.
- Confirm role clarity, career path, and development plan.
- Collect feedback on onboarding process.

This onboarding template is a starting point. Synergy HR Solutions helps startups design programs that scale with growth, keep compliance in check, and build a culture employees want to stay in.