



Contractor Onboarding Essentials

Pre-Start Logistics

- ☐ Offer Letter & Contract Signed
- ☐ NDA / Confidentiality Agreement Executed
- ☐ Confirm Start Date, Time, and Location (or Remote Setup Details)
- ☐ Provide Main Point of Contact (recruiter, manager, or HR lead)

Technology & Tools

- ☐ Provision IT Access (Email, VPN, Internal Systems)
- ☐ Equipment Delivered or Pickup Arranged (Laptop, Monitor, etc.)
- ☐ Test logins before Day 1 to prevent delays

Project Orientation

- ☐ Share Overview of Project Scope, Team Structure, and Stakeholders
- ☐ First Day Agenda Shared (Introductions, Kickoff Meetings, Setup Tasks)
- ☐ Introduce to Hiring Manager and Direct Team
- ☐ Provide Access to Key Documents (Project Briefs, Org Charts, Internal Wiki)

Admin & Compliance

- ☐ Timesheet Instructions Provided (System, Frequency, Approval Process)
- ☐ Billing & Invoicing Expectations Set (Cycle, Format, Contact Person)
- ☐ Share Required Policies or Compliance Training (if applicable)
- ☐ Clarify End-of-Assignment Expectations (Notice Period, Debrief Process)

