

Outsized.

Checklist for onboarding Independent Talent:



Access

Company systems, data, resources & physical location

- ☐ Security (physical access to building & background checks)
- ☐ Tech (company email, data etc)

Internal Stakeholders (security & tech)

Name: Department: Role:
Name: Department: Role:
Name: Department: Role:

Agreements and Admin

Paperwork & internal processes

- ☐ Contract agreement
- ☐ Compliance
- ☐ Legal
- ☐ Payroll

Internal Stakeholders (Agreements & Admin)

Name: Department: Role:
Name: Department: Role:
Name: Department: Role:

Cultural Integration

Make them feel welcome and a valued part of the team

- ☐ Mentor
- ☐ Intro to the team
- ☐ Handbook

Internal Stakeholders (cultural integration)

Name: Department: Role:
Name: Department: Role:
Name: Department: Role:

Briefing and Logistics

Make them feel welcome and a valued part of the team

- ☐ Work expectations
- ☐ Project scope & expectations

Internal Stakeholders (briefing & logistics)

Name: Department: Role:
Name: Department: Role: