

New Hire Pre-Boarding Checklist

Step 1

1

1. Warm Welcome (Call / Text)

- You'll receive a welcome call or text from your Pacesetter, who will be your main point of contact before Day 1
- We're excited to have you joining the Risas team!
- Your Pacesetter will:
 - Confirm your Day 1 arrival time
 - Let you know who to ask for when you arrive
 - Share a simple overview of what your first day will look like.

2

2. Getting Ready for Day 1

- You'll also be asked to email your I-9 documents, ID documents, and required certificates to **hr.compliance@risas.com** before your first day.
- In addition to emailing these documents please bring all documents to the office for verification on your first day:
 - Your I-9 documents / IDs
 - Any required certificates

3

3. Your Support System

- You'll be introduced to your Risas Buddy [Name] _____
- Your Buddy will reach out to you on [Date] _____
- Your Buddy is there to:
 - Answer day-to-day questions
 - Help you feel comfortable in your new role
 - Support you during your first weeks

4

4. Questions & Communication

- You're encouraged to ask questions at any time
- Your Pacesetter and Buddy are here to support you
- No question is too small, we're happy to help!

5

5. Culture & Excitement

- At Risas, we focus on teamwork, growth, and having fun while doing meaningful work
- Your team is excited to meet you and support your success

Need Help or Have Questions?

HR Questions / Concerns: **Email:** hr.compliance@risas.com

New Hire Pre-Boarding Checklist

Step 2

1

1. Meet Your Buddy

- You'll be assigned a Risas Buddy to support you during your first few weeks
- Your Buddy is a team member who:
 - Knows your role
 - Is there to help you feel comfortable
 - Can answer questions and guide you day to day
- Your Buddy will reach out to you by call or text before your first day

2

2. Connecting With Your Buddy

- During your first conversation, your Buddy will:
 - Introduce themselves and explain how they'll support you
 - Review:
 - Your Day 1 arrival time _____
 - Who to ask for when you arrive _____
 - Dress code _____

3

3. Feeling Supported

- Your Buddy is here to help you succeed, especially in your first days
- You're encouraged to:
 - Ask questions
 - Reach out whenever something is unclear
 - Lean on your Buddy as you get settled

4

4. Day 1 Welcome

- Your Buddy will be in the office on Day 1 to:
 - Greet you when you arrive
 - Help you get oriented
 - Make sure you feel comfortable right away

Need Help or Have Questions?

HR Questions / Concerns: **Email:** hr.compliance@risas.com

New Hire Pre-Boarding Checklist

Your First Missions at Risas

MISSIONS (Quick Self-Check)

Mission 1 — A Warm Preboarding Welcome

Our goal is that after your preboarding call:

- You felt welcomed, valued, and supported
- You understand your Buddy's role and when they'll be reaching out
- You finished the call feeling excited and confident about starting

Mission 2 — Your Buddy Partnership

This mission is all about support:

- Your Buddy understands your role and how to support you this week
- You know who to go to with questions
- You feel comfortable reaching out as you get settled in

Mission 3 — Risas Culture

From day one, we want you to feel:

- Genuinely welcomed
- Cared for as a team member, just like the care we give our patients
- Part of a positive, supportive, and fun workplace

Need Help or Have Questions?

HR Questions / Concerns: **Email:** hr.compliance@risas.com