

Pacesetter Pre-Boarding Checklist

PHASE 1 – Preboarding Call (Pacesetter → New Hire)

1

1. Warm Welcome (Call / Text)

- Greet with enthusiasm
- Express excitement they're joining
- Clarify you're their main point of contact

2

2. Set Expectations

- Confirm Day 1 arrival time
- Confirm who to ask for
- Review what to bring on first day in office (I-9 / IDs / certificates)
- Ensure new hire emails in I-9 docs, ID docs and required certifications prior to first day to hr.compliance@risas.com
- Give a simple Day 1 overview (no overwhelm)

3

3. Support System

- Introduce their Buddy
- Confirm Buddy will call on [Date]
- Share HR contact for additional support

4

Questions

- Ask if they have questions
- Reassure they can reach out anytime
- Keep answers brief and clear

5

Culture & Excitement

- Share what makes Risas supportive and fun
- Reinforce that the team is excited to meet them

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Admin

- Complete New Hire Submission Form
- Send Preboarding Playbook to new hire email

Need Help or Have Questions?

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

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PHASE 2 – Buddy Confirmation (Pacesetter → Buddy)

1

1. Buddy Assignment

- Buddy is aware of assignment
- Buddy understands expectations
- Buddy has time blocked to support the new hire

2

2. Buddy Contact

- Buddy called or texted the new hire

Suggested text: “Hi! I’m your Risas Buddy—can’t wait to meet you and support you these first few weeks!”

3

3. Buddy Call Review

Confirm the Buddy:

- Introduced themselves and their role
- Reviewed arrival time, who to ask for, and dress code
- Answered the new hire’s questions
- Helped the new hire feel welcomed and excited

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Day 1 Alignment

- Buddy will be in-office on Day 1 to greet them

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PHASE 3 – Office Preparation for Day 1

1

1. Logistics

- Workstation ready (computer, locker, email)
- Confirm who is greeting them (PS, AP, Buddy)
- LMS access ready
- Morning Huddle intro planned

2

2. Personal Touches

- Personalized welcome card
- Small gift or welcome goodie bag (*Risas Swag, favorite snack/drink, "Welcome to the Family" goodie bag*)
- Welcome sign (front, workstation, or locker)

3

3. Team Preparation

- Notify team: name, role, fun fact
- Confirm Buddy call completed
- Confirm Buddy present for intro
- Lunch or team bonding planned

MISSIONS (Quick Self-Check)

Mission 1 – Preboarding Call

- Did they feel welcomed and valued?
- Did I explain the Buddy's role & call date?
- Did they leave the call excited?

Mission 2 – Buddy Partnership

- Does the Buddy understand their role and goals this week?

Mission 3 – Culture

- Am I helping make their first day as welcoming as the care we give our patients?