Content Writer Onboarding Checklist

Each time you hire a new content writer to join your team, complete these processes to ensure a smooth and efficient onboarding experience for your new team member.

- **INTRODUCTION and SET UP**

- Give a basic introduction of the company and objectives for the project
- Collect all necessary contact details from content writer
- Send out/receive contract (if necessary)
- Set up communication (email, software, etc)
- Set up platforms (WordPress) (which tools will be used to complete the project)

- **ONBOARDING**

- Add and include all project information and project guidelines to onboarding document
- Add communication guidelines, check-ins, meetings, etc to onboarding document
- Add expectations and deliverables (including timeline and schedule) to onboarding document
- Add article/blog guidelines to onboarding document (https://www.checkli.com/checklists/officialcheckli/freelancer-blog-post-checklist)
- Add company/blog style guidelines to onboarding document
- Establish payment method and schedule
- Send/email a welcome packet/ create and send onboarding document

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