

New Employee Welcome Kit Checklist

ESSENTIALS

- Notebook (Journal or A5)
- Quality Pen
- Tote Bag or Gift Bag

TECH ESSENTIALS

- Power Bank (5,000 mAh+)
- Charging Cables / Multi-Cables
- Cable Organiser (Optional)

APPAREL

- Hoodie or Sweater
- Branded T-Shirt (Optional)
- Cap or Beanie (Optional)

DRINKWARE

- Insulated Drink Bottle
- Reusable Coffee Cup (Optional)

PRE-PACKAGED GIFT SETS

- Tech Gift Set
- Stationery Gift Set
- Apparel Gift Set

OPTIONAL PERSONAL TOUCHES

- Welcome Letter from CEO/GM
- Team Introduction Card
- Culture or Values Booklet
- Local Café Voucher
- Sticker Sheet

KIT BUILDING BY BUDGET

Under \$20: Notebook, Pen, Cable, Tote Bag

\$20-\$50: Hoodie/Tee, Power Bank, Journal Notebook, Pen

\$50-\$120+: Premium Hoodie, Gift Set, Drink Bottle, Power Bank + Cable, Notebook

FINAL CHECKS

- Confirm sizing for apparel
- Align branding style
- Choose colours that reflect your brand
- Check shipping requirements
- Order extra units
- Align with onboarding schedule