

In-House Counsel Onboarding Checklist

WEEK 1-2

Orientation & Relationship Building

- Meet with your manager to clarify expectations and priorities
- Introduce yourself to key stakeholders across departments (Finance, HR, Sales, etc.)
- Review company policies, governance documents, and compliance frameworks
- Understand the company's products, services, and customer base
- Familiarise yourself with internal systems (contract management, document storage, etc.)

WEEK 3-4

Business Immersion

- Attend cross-functional meetings to observe business decision-making
- Shadow operational teams to understand workflows and pain points
- Review recent legal matters and ongoing projects
- Identify recurring legal issues and potential areas for process improvement

Discuss with your Manager/General Counsel/Chief Legal Officer ways of progressing the Legal Team workplan. Some ideas might include:

MONTH 2-3

Strategic Alignment

(If you're not a Sole Counsel, consider aligning the list below with the wider Legal Team strategy)

- Develop a legal risk map aligned with business priorities
- Create a legal service delivery plan (e.g. response times, escalation paths)
- Propose quick wins (e.g. template updates, training sessions)
- Start building a legal knowledge base or FAQ's for internal clients

MONTH 4-6

Embedding & Influence

(If you're not a Sole Counsel, consider aligning the list below with the wider Legal Team strategy)

- Launch legal training sessions for non-legal teams
- Establish KPIs or metrics to track legal team performance
- Build relationships with external counsel and vendors
- Contribute to strategic planning or cross-functional initiatives