

# Employee Onboarding Checklist

| Task                                  | Assigned To | Date Completed | Notes |
|---------------------------------------|-------------|----------------|-------|
| Prepare new hire paperwork            |             |                |       |
| Set up workstation & equipment        |             |                |       |
| Create employee email & system access |             |                |       |
| Welcome introduction with team        |             |                |       |
| Review company policies               |             |                |       |
| Safety training / Orientation         |             |                |       |
| Assign mentor or buddy                |             |                |       |
| Set 30/60/90-day goals                |             |                |       |