

Employee Onboarding Checklist

Pre-Onboarding

- Offer letter signed
- Employment contract sent
- HR paperwork completed
- Workstation prepared
- Account and email setup

First Day

- Welcome meeting with HR
- Collect ID badge/access
- Tour of office/workspace
- Introduction to team
- Review company policies

First Week

- Job-specific training
- Set up tools/software
- Meet with supervisor
- Overview of company culture
- Assign onboarding mentor

First Month

- Progress check-in with HR
- Review performance expectations
- Set goals and milestones
- Feedback session

Checklist Summary

Task	Status	Notes