

Employee Onboarding Checklist

General Information

Employee Name	
Start Date	
Department	
Supervisor	

Pre-Onboarding Tasks

Task	Completed	Date
Offer letter sent & returned		
Employee information collected		
Workstation setup		
IT systems & email account prepared		

First Day Tasks

Task	Completed	Date
Welcome and office tour		
Introduction to team		
Review employee handbook		
Discuss job responsibilities		

First Week Tasks

Task	Completed	Date
System & equipment training		
Set performance goals		
Assign mentor/buddy		
Check-in meeting with supervisor		

First Month Tasks

Task	Completed	Date
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Review progress and feedback		
Additional training (if needed)		
Discuss company culture & policies		
Arrange team lunch/meet-up		