

# Employee Onboarding Checklist

## Pre-Onboarding

- ☐ Offer letter sent & signed
- ☐ Documentation received
- ☐ Access to systems prepared
- ☐ Workspace arranged
- ☐

## First Day

- ☐ Welcome & office tour
- ☐ HR policies introduction
- ☐ Team introduction
- ☐

## First Week

- ☐ Job role training
- ☐ IT & tools training
- ☐ Set performance goals
- ☐

## First Month

- ☐ Feedback session
- ☐ Review tasks and progress
- ☐
- ☐