New Hire Onboarding Checklist

Pre-Arrival

- ☐ Offer letter sent
- ☐ New hire documents received
- ☐ Set up IT accounts
- ☐ Prepare workspace
- ☐ Send welcome email

First Day

- ☐ Greet new hire
- ☐ Office tour
- ☐ Introduce to team
- ☐ Review policies
- ☐ IT orientation

First Week

- ☐ Provide training schedule
- ☐ Assign mentor
- ☐ Assign first project/task
- ☐ Schedule check-in meeting

Additional Items

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