

New Hire Onboarding Checklist

Pre-Arrival

- ☐ Send offer letter and receive signed copy
- ☐ Collect necessary documents
- ☐ Set up email and system accounts
- ☐ Prepare workspace and equipment
- ☐ Arrange welcome pack

First Day

- ☐ Office tour / facilities orientation
- ☐ Meet the team
- ☐ Manager introduction and welcome meeting
- ☐ Review company policies
- ☐ System and device setup

First Week

- ☐ Complete required trainings
- ☐ HR onboarding session
- ☐ Set initial goals and expectations
- ☐ Assign a mentor/buddy

First Month

- ☐ Collect feedback from new hire
- ☐ Manager check-in and progress review
- ☐ Complete onboarding process