Employee Onboarding Checklist

Pre-Onboarding

Task	Owner	Status	Notes
Prepare offer letter and send to employee			
Receive signed documents			
Set up email and system accounts			

First Day

Task	Owner	Status	Notes
Welcome meeting			
Workspace tour			
Provide equipment			

First Week

Task	Owner	Status	Notes
Introductory training			
Team introductions			
Review policies and procedures			

First Month

Task	Owner	Status	Notes
Schedule feedback meeting			
Assign first project			
Check-in with mentor/buddy			