

Employee Onboarding Checklist

Personal & Employment Information

Full Name

Position / Title

Department

Start Date

Manager / Supervisor

Pre-Onboarding

- Offer letter sent
- Employment agreement signed
- Personal documents received
- Payroll information collected
- Workstation prepared

First Day Tasks

- Welcome and introduction
- Office tour
- IT accounts created
- Equipment issued
- HR policies reviewed
- Company overview shared

First Week Tasks

- Meet team members
- Complete training sessions
- Review job responsibilities
- Set goals with manager
- Health & safety briefing

First Month Tasks

- Performance check-in
- Feedback session
- Ongoing training completed