

Temporary Worker Onboarding Documentation

Personal Information

Full Name

Position / Role

Department

Start Date

End Date

Contact Information

Email

Phone Number

Emergency Contact Name

Emergency Contact Phone

Supervisor Information

Supervisor Name

Supervisor Email

Orientation Checklist

Task	Date Completed	Notes
Workplace Tour		
Introduction to Team		
Review of Work Hours & Breaks		
Health & Safety Procedures		
Technology/Equipment Setup		

Required Documents

Document	Received	Date
Identification (ID)		
Bank Details		
Tax Form		
Signed Agreement		

Additional Notes

Signatures

Temporary Worker

Date

Supervisor

Date