

Onboarding Checklist for New Hires

Pre-Start Preparation

	Task	Assigned To	Due Date	Status	Notes
	Prepare workspace & equipment				
	Send welcome email				
	Set up accounts & permissions				

First Day

	Task	Assigned To	Due Date	Status	Notes
	Company orientation				
	Team introduction				
	Review onboarding schedule				

First Week

	Task	Assigned To	Due Date	Status	Notes
	Complete mandatory trainings				
	Review company policies				
	Meet with direct manager				

First Month

	Task	Assigned To	Due Date	Status	Notes
	Set performance goals				
	Shadow team members				
	One-on-one feedback session				