

New Employee Onboarding Checklist

Employee Information

Name

Position

Department

Start Date

Manager

Pre-Arrival

- ☐ Offer letter signed
 - ☐ Employee profile created
 - ☐ Laptop & equipment ordered
 - ☐ Email & system accounts set up
 - ☐ Welcome email sent
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First Day

- ☐ Orientation session
 - ☐ Team introduction
 - ☐ Workplace/office tour
 - ☐ Company policies & docs provided
 - ☐ Equipment handed over
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First Week

- ☐ Training sessions scheduled
 - ☐ Meetings with key team members
 - ☐ Initial tasks assigned
 - ☐ Benefits enrollment assistance
 - ☐ Check-in/feedback session scheduled
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First Month

- ☐ Progress review with manager
 - ☐ Goal-setting session
 - ☐ Additional training scheduled
 - ☐ Final feedback & onboarding survey
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