

Employee Onboarding Checklist

Pre-Onboarding

Task	Responsible	Completion
Offer letter sent and signed		
Welcome email sent		
New hire paperwork completed		
IT setup (email, accounts, hardware)		
Workspace prepared		

First Day

Task	Responsible	Completion
Office/virtual tour		
Team introduction		
HR policies overview		
First-day checklist review		

First Week

Task	Responsible	Completion
Introductory meetings scheduled		
Training sessions started		
Initial goals set		
Check-in with manager		

First Month

Task	Responsible	Completion
Performance review scheduled		
Feedback collected		
Training completed		
HR follow-up		

