

# Employee Onboarding Checklist

## Employee Information

<b>Name</b>	
<b>Position</b>	
<b>Department</b>	
<b>Start Date</b>	

## Pre-Onboarding

<b>Task</b>	<b>Completed</b>
Offer Letter Sent	
Offer Accepted	
Employee Information Collected	
Equipment Ordered	
Workspace Prepared	

## First Day

<b>Task</b>	<b>Completed</b>
Welcome Meeting Scheduled	
Office/Building Tour	
Team Introduction	
HR Forms Completed	
IT Setup	

## First Week

<b>Task</b>	<b>Completed</b>
Role & Responsibilities Review	
Compliance Training	
Benefits Orientation	
Meeting with Supervisor	
Set Goals & Expectations	

First Month

Task	Completed
Feedback Session	
Performance Review	
Ongoing Support Check-in	