

Employee Onboarding Checklist

Employee Name

Position

Department

Start Date

Manager Name

Pre-onboarding

- ☐ Offer letter sent & signed
- ☐ Documents collected
- ☐ Workspace and equipment ready

First Day

- ☐ Welcome & orientation provided
- ☐ IT system access set up
- ☐ Introduced to team

First Week

- ☐ Training scheduled
- ☐ Policies & handbooks reviewed
- ☐ Initial goals discussed

First Month

- ☐ First feedback session
- ☐ Probation review scheduled
- ☐ Further training as needed