Employee Onboarding Checklist

Pre-Arrival

☐ Offer letter sent and signed ☐ Completed HR paperwork ☐ IT account and email set up ☐ Workstation assigned/prepared ☐ Welcome email sent

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First Day

☐ Greet new employee ☐ Office tour and introductions ☐ Review job role and expectations ☐ Provide equipment and access ☐ Complete first day HR requirements

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First Week

☐ Team introductions ☐ Review company policies and procedures ☐ Assign onboarding mentor ☐ Initial project/task assignments ☐ Set up regular check-ins

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First Month

☐ Training sessions completed ☐ Performance feedback discussion ☐ Check-in with HR/manager ☐ Address questions and concerns

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Additional Notes

- Adjust tasks to fit specific roles and company needs.
- Document completed steps for HR records.