

Onboarding Checklist for New Manufacturing Employees

Employee Name: _____ Start Date: _____

1. Pre-Start Preparation

- ☐ Offer letter sent and signed
- ☐ Employee information received (ID, contact, tax forms)
- ☐ Uniform, PPE, and access badge prepared
- ☐ Workspace and equipment assigned

2. Orientation

- ☐ Welcome and introduction to team
- ☐ Tour of facilities
- ☐ Review of company mission, values, and policies
- ☐ HR paperwork completed

3. Safety Training

- ☐ Emergency procedures walkthrough
- ☐ PPE training and distribution
- ☐ Hazard communication (HAZCOM)
- ☐ Machine safety and lockout/tagout procedures

4. Job-Specific Training

- ☐ Review of job responsibilities
- ☐ Hands-on equipment training
- ☐ Quality standards and checklists
- ☐ Production workflow overview

5. Administration

- ☐ Payroll and attendance setup
- ☐ Benefits explained
- ☐ Schedule and shifts assigned
- ☐ Supervisor / mentor assigned

6. Follow-Up

- ☐ First week check-in completed
- ☐ 30-day review scheduled

Supervisor Initials: _____ Date: _____

