

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: _____

