

Hospitality Industry Employee Onboarding Checklist

Pre-Employment

- ☐ Offer letter sent and accepted
- ☐ Employment contract signed
- ☐ Documents collected (ID, tax forms)

First Day Setup

- ☐ Welcome tour of the workplace
- ☐ Introductions to team members
- ☐ Uniform and name tag provided
- ☐ Employee handbook provided

Training

- ☐ Job-specific training
- ☐ Health and safety orientation
- ☐ Emergency procedures reviewed
- ☐ Customer service standards explained

Administrative Tasks

- ☐ Payroll details submitted
- ☐ Work schedule assigned
- ☐ System logins and passwords provided

Ongoing Support

- ☐ Assign mentor or buddy
- ☐ Schedule follow-up meetings
- ☐ Feedback session after first week