

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