



## Employee Onboarding Checklist

### New Hire Information

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Start Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Onboarding Buddy: \_\_\_\_\_

### Pre-Start Essentials

- ☐ Send welcome email with first-day details and expectations
- ☐ Set up IT access (email, software, login credentials)
- ☐ Prepare workspace (desk, laptop, office supplies)
- ☐ Inform team about the new hire's arrival
- ☐ Assign an onboarding buddy

## **Day One Kickoff**

- ☐ Greet new hire and introduce them to the team
- ☐ Conduct company overview session (mission, values, policies)
- ☐ Provide employee handbook and workplace policies
- ☐ Ensure access to collaboration tools and software
- ☐ Assign initial tasks and review first-week expectations

## **Week One Progress Check**

- ☐ Schedule manager check-in to address any questions
- ☐ Provide job-specific training and role expectations
- ☐ Encourage team bonding activities (lunch, virtual meet-up)
- ☐ Introduce mentorship or shadowing opportunities
- ☐ Ensure employee is comfortable with tools and workflows

## **First Month Development Plan**

- ☐ Review progress and gather feedback on onboarding experience
- ☐ Conduct deeper training on company processes and workflows
- ☐ Set clear performance goals for the next 60 days
- ☐ Provide opportunities for professional development
- ☐ Check in with hiring manager to ensure alignment

## 90-Day Success Milestone

- ☐ Conduct formal 90-day performance review
- ☐ Discuss career development and growth opportunities
- ☐ Gather feedback on onboarding experience for improvement
- ☐ Ensure employee is fully integrated into company culture
- ☐ Celebrate onboarding completion and recognize contributions

**Any comments:**

