

NEW EMPLOYEE ONBOARDING CHECKLIST

New Hire: [Name] · Position: [Job Title] · Start Date: [DATE] · Manager: [Name]

Before Day One	
<input type="checkbox"/> Employment contract signed and filed	HR
<input type="checkbox"/> Workstation, laptop and phone prepared	IT
<input type="checkbox"/> Email account and system access created	IT
<input type="checkbox"/> Payroll and benefits enrolment completed	HR
<input type="checkbox"/> Welcome email sent with first-day details	HR
Day One	
<input type="checkbox"/> Office tour and introductions to the team	Manager
<input type="checkbox"/> ID badge / access card issued	Admin
<input type="checkbox"/> Company policies and handbook reviewed	HR
<input type="checkbox"/> Health & safety briefing completed	HR
First Week	
<input type="checkbox"/> Role expectations and 90-day goals discussed	Manager
<input type="checkbox"/> Required training scheduled	Manager
<input type="checkbox"/> Buddy/mentor assigned	Manager
<input type="checkbox"/> Tools and software training completed	IT
First Month	
<input type="checkbox"/> 30-day check-in meeting held	Manager
<input type="checkbox"/> Probation objectives documented	HR
<input type="checkbox"/> Feedback collected on onboarding experience	HR

Completed checklist to be signed by the manager and filed with HR. Manager signature:
_____ *Date:* _____