

Employee Name

Date

New Employee Onboarding Checklist

Pre-Arrival

- Send and receive signed offer letter.
- Provide any necessary pre-employment paperwork.

Preparation

- Prepare work equipment.
- Set up email and necessary software accounts.
- Send a welcome email with first-day details.

Documentation

- Prepare employee handbook and relevant company policies.
- Collect necessary identification and tax forms.
- Complete any remaining HR paperwork.

New Employee Onboarding Checklist

- Review company policies and procedures.
- Ensure computer is set up.
- Provide login details and assist with initial setup.

Training

- Conduct initial training sessions.

First Week

- Review job responsibilities and performance expectations.
- Set initial goals and objectives.
- Ensure access to necessary software and systems.
- Provide training on using these systems.
- Schedule one-on-one meetings with key team members.

First Month

- Conduct a formal review of the first month's performance.
- Discuss any areas for improvement and additional training needs.

Feedback

- Collect feedback from the new hire about the onboarding process.
- Address any issues or suggestions for improvement.

Ongoing

- Schedule regular one-on-one meetings with the manager.
- Continue to provide feedback and support.
- Discuss long-term career goals and paths within the company.