

New Employee Onboarding Checklist

A simple, printable checklist covering pre-arrival through ongoing development

Employee Name:

Date:

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.

Training

Review company policies and procedures.

Ensure computer is set up.

Provide login details and assist with initial setup.

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.