

Editable Preboarding Checklist

Day-by-day preboarding plan with explicit ownership for every action

Employee Name:

Day	Area	Action	Responsibility	Status
1	Culture	Set an introduction meeting	Line Manager	
2	Management	Schedule initial training sessions	HR	
2	Logistics	Check for any special access requirements	HR	
2	IT	Create the new hire's email account	IT Specialist	
2	Management	Assign a mentor	Line Manager	
3	Management	Start training sessions	HR	
4	Management	Join daily meetings	Line Manager	
5	Management	Review first week	HR	