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| **EMPLOYEE ONBOARDING CHECKLIST** |
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**Employee Information**

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_
Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Manager Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I. Pre-Onboarding**Job description reviewed
☐ Yes
☐ No

Background checks and employment verification completed
☐ Yes
☐ No

Employee contract/offer letter prepared
☐ Yes
☐ No

Start date confirmed
☐ Yes
☐ No

Workspace and equipment needs identified
☐ Yes
☐ No

**II. First Day Onboarding**

Welcome and introduction to the team
☐ Yes
☐ No

Office tour and introductions to key personnel
☐ Yes
☐ No

Review of employee handbook and company policies
☐ Yes
☐ No

Workspace and equipment setup
☐ Yes
☐ No

IT system access and login information provided
☐ Yes
☐ No

Health and safety orientation
☐ Yes
☐ No

Schedule first week meetings with manager and team members
☐ Yes
☐ No

**III. First Week Onboarding**

Manager check-in meeting
☐ Yes
☐ No

Company culture and values presentation
☐ Yes
☐ No

Role-specific training and workshops
☐ Yes
☐ No

Introduction to internal communication tools
☐ Yes
☐ No

Review of performance expectations and goals
☐ Yes
☐ No

**IV. First Month Onboarding**

Onboarding mentor assigned
☐ Yes
☐ No

Ongoing role-specific training and workshops
☐ Yes
☐ No

Department and cross-functional team meetings attended
☐ Yes
☐ No

Performance feedback session with manager
☐ Yes
☐ No

Identify areas for ongoing development and support
☐ Yes
☐ No

**V. 90-Day Onboarding**Comprehensive performance review
☐ Yes
☐ No

Discuss long-term goals and career development plan
☐ Yes
☐ No

Celebrate accomplishments and milestones
☐ Yes
☐ No

Gather feedback on the onboarding process
☐ Yes
☐ No