

EMPLOYEE ONBOARDING CHECKLIST

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

