

Employee Onboarding Checklist

New Employee Name *

Job Title

Department

Start Date

Manager

Before Day One

- ☐ Signed offer letter and employment agreement on file
- ☐ Background check and/or references completed
- ☐ I-9 / W-4 (or local equivalent) paperwork collected
- ☐ Equipment (laptop, phone, badge) ordered
- ☐ Email and system accounts provisioned
- ☐ Workspace or remote setup confirmed ready

Day One

- ☐ Welcome meeting with manager completed
- ☐ Employee handbook delivered and acknowledged
- ☐ Benefits enrollment information provided
- ☐ Direct deposit authorization collected
- ☐ Introduced to immediate team

First 30 / 60 / 90 Days

- ☐ Role-specific training plan assigned
- ☐ 30-day check-in scheduled
- ☐ 60-day check-in scheduled
- ☐ 90-day performance review scheduled

Additional Notes

HR / Onboarding Lead (type full name)

Date Completed

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