

HR

Onboarding Checklist

Employee Name:

Start Date:

Department:

Manager:

BEFORE FIRST DAY

- Send welcome email
- Prepare workstation / equipment
- Set up email and accounts
- Prepare onboarding documents

FIRST DAY

- Office tour and introductions
- Review company handbook
- IT setup and security training
- Review role expectations

FIRST WEEK

- Complete required training
- Meet with team members
- Review 30/60/90-day goals
- Schedule check-in meetings

NOTES