NEW HIRE ONBOARDING CHECKLIST

-14 days | one-two weeks before employee's first day

- ☐ hiring paperwork
- ☐ agreement
- ☐ employee handbook
- ☐ tech ID and building access
- ☐ online accounts and company email
- ☐ onboarding form (preferences, size, allergies)
- ☐ plan employee's first assignment
- ☐ welcome email with details for the first day
- ☐ confirm arrival time
- ☐ _____
- ☐ _____
- ☐ _____

-1 day | one day before employee's first day

- ☐ technology setup instructions
- ☐ company notebook, T-shirt, mug, pens
- ☐ copy of the office map
- ☐ new hire's first-week schedule
- ☐ reminder to the department about the start date
- ☐ add the new employee's email to relevant distribution lists
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

day 1 | first day

- ☐ welcoming team member to greet the new hire
- ☐ detailed office tour
- ☐ welcome meeting with their manager
- ☐ lunch with key team members
- ☐ mentor or buddy to support the new hire
- ☐ time for new hire paperwork
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

1-14 | first one-two weeks

- ☐ regular 1:1 management meetings
- ☐ clear goals and performance objectives for the first 3 months
- ☐ prompt feedback on initial work tasks
- ☐ introductory meetings with different departments
- ☐ regular check-ins
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

14-90 days | first three months

- ☐ regular 1:1 meetings
- ☐ informal check-ins at 30 days
- ☐ 90-day check-in to assess progress
- ☐ feedback on the onboarding process
- ☐ _____
- ☐ _____
- ☐ _____

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

NEW HIRE ONBOARDING CHECKLIST

one-two weeks before employee's first day
-14 days

- ☐ hiring paperwork
- ☐ agreement
- ☐ employee handbook
- ☐ tech ID and building access
- ☐ online accounts and company email
- ☐ onboarding form (preferences, size, allergies)
- ☐ plan employee's first assignment
- ☐ welcome email with details for the first day
- ☐ confirm arrival time
- ☐ _____
- ☐ _____
- ☐ _____

one day before employee's first day
-1 day

- ☐ technology setup instructions
- ☐ company notebook, T-shirt, mug, pens
- ☐ copy of the office map
- ☐ new hire's first-week schedule
- ☐ reminder to the department about the start date
- ☐ add the new employee's email to relevant distribution lists
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

first day
day 1

- ☐ welcoming team member to greet the new hire
- ☐ detailed office tour
- ☐ welcome meeting with their manager
- ☐ lunch with key team members
- ☐ mentor or buddy to support the new hire
- ☐ time for new hire paperwork
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

first one-two weeks
1-14

- ☐ regular 1:1 management meetings
- ☐ clear goals and performance objectives for the first 3 months
- ☐ prompt feedback on initial work tasks
- ☐ introductory meetings with different departments
- ☐ regular check-ins
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

first three months
14-90 days

- ☐ regular 1:1 meetings
- ☐ informal check-ins at 30 days
- ☐ 90-day check-in to assess progress
- ☐ feedback on the onboarding process
- ☐ _____
- ☐ _____
- ☐ _____

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

NEW HIRE ONBOARDING CHECKLIST

-14 days | one-two weeks before employee's first day

- [ ] hiring paperwork
- [ ] agreement
- [ ] employee handbook
- [ ] tech ID and building access
- [ ] online accounts and company email
- [ ] onboarding form (preferences, size, allergies)
- [ ] plan employee's first assignment
- [ ] welcome email with details for the first day
- [ ] confirm arrival time
- [ ] _____
- [ ] _____
- [ ] _____

-1 day | one day before employee's first day

- [ ] technology setup instructions
- [ ] company notebook, T-shirt, mug, pens
- [ ] copy of the office map
- [ ] new hire's first-week schedule
- [ ] reminder to the department about the start date
- [ ] add the new employee's email to relevant distribution lists
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

day 1 | first day

- [ ] welcoming team member to greet the new hire
- [ ] detailed office tour
- [ ] welcome meeting with their manager
- [ ] lunch with key team members
- [ ] mentor or buddy to support the new hire
- [ ] time for new hire paperwork
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

1-14 | first one-two weeks

- [ ] regular 1:1 management meetings
- [ ] clear goals and performance objectives for the first 3 months
- [ ] prompt feedback on initial work tasks
- [ ] introductory meetings with different departments
- [ ] regular check-ins
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

14-90 days | first three months

- [ ] regular 1:1 meetings
- [ ] informal check-ins at 30 days
- [ ] 90-day check-in to assess progress
- [ ] feedback on the onboarding process
- [ ] _____
- [ ] _____
- [ ] _____

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____