

New Hire Onboarding Checklist

Document Number: HR-ON-001 **Effective Date:** January 1, 2020 **Last Updated:** February 1, 2024 **Owner:** People Operations **Applies To:** All new employees globally

Welcome to NovaTech!

This checklist guides you through your first days and weeks at NovaTech Solutions. Your onboarding coordinator and manager will help you along the way, but this serves as your roadmap.

Before Your First Day

What You Should Have Received

- ☐ Offer letter (signed and returned)
- ☐ Background check authorization (if applicable)
- ☐ Welcome email from People Operations
- ☐ Equipment shipping confirmation (for remote employees)
- ☐ Access to Workday (for benefits enrollment)

What To Complete Before Day 1

- ☐ **Benefits enrollment** - Complete in Workday within 30 days (but before day 1 is ideal)
- ☐ **Direct deposit setup** - Enter bank information in Workday
- ☐ **Emergency contact** - Add in Workday
- ☐ **Tax forms** - Complete W-4 and state forms in Workday

Questions Before Starting

Email your onboarding coordinator at onboarding@novatech.com or your recruiter.

Day 1: Welcome and Setup

Morning

- ☐ **Receive equipment** - Laptop should arrive before or on Day 1

- ☐ **Follow laptop setup guide** - Sent via personal email
- ☐ **Join orientation session** - 9am your local time via Zoom (link in calendar)

Orientation Session Covers

- Company overview and mission
- Culture and values
- Tools introduction
- Administrative setup
- Q&A

After Orientation

- ☐ **Complete IT setup**
 - ☐ SSO login working
 - ☐ Slack access confirmed
 - ☐ Email working
 - ☐ Google Calendar accessible
 - ☐ Zoom installed and tested
- ☐ **Complete compliance training** (in Workday Learning)
 - ☐ Security Awareness Training
 - ☐ Code of Conduct Acknowledgment
 - ☐ Anti-Harassment Training

End of Day 1

- ☐ **Meet your buddy** - Intro meeting scheduled by your manager
- ☐ **Read welcome documentation** in Notion (link in welcome email)
- ☐ **Set up Slack profile** - Photo, timezone, pronouns

Week 1: Getting Oriented

Meetings Your Manager Will Schedule

- ☐ **Manager 1:1** - Your first 1:1 (Day 1 or 2)
- ☐ **Team introduction** - Meet your immediate team
- ☐ **Buddy check-in** - Your buddy will reach out

Administrative Tasks

- ☐ **Complete I-9 verification** (US employees) - Within 3 days
- ☐ **Complete benefits enrollment** - If not done before start
- ☐ **Review Employee Handbook** - HR-EMP-001 in Notion
- ☐ **Complete remaining compliance training**
- ☐ **Sign required documents in Workday**
 - ☐ Confidentiality Agreement
 - ☐ IP Assignment Agreement
 - ☐ Remote Work Agreement (if applicable)

Getting Started With Work

- ☐ **Review team documentation** - Your manager will share links
- ☐ **Get access to necessary systems** - Request via IT ticket if needed
- ☐ **Shadow team members** - Observe how work gets done
- ☐ **Start first small task** - Your manager will assign something achievable

Tools to Set Up

- ☐ **Slack**
 - ☐ Join team channels
 - ☐ Join #announcements, #random, #your-office-location
 - ☐ Set notification preferences
 - ☐ **Google Calendar**
 - ☐ Add working hours
 - ☐ Configure notifications
 - ☐ Share calendar with team
 - ☐ **Notion**
 - ☐ Explore People Ops section
 - ☐ Find your team's space
 - ☐ Bookmark important pages
 - ☐ **GitHub** (if applicable)
 - ☐ Accept organization invitation
 - ☐ Set up 2FA
 - ☐ Clone relevant repositories
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Week 2: Building Context

Meetings

- ☐ **Manager 1:1** - Weekly cadence begins
- ☐ **Cross-functional introductions** - Meet key collaborators
- ☐ **Buddy check-in**
- ☐ **Skip-level meeting** (optional) - Meet your manager's manager

Learning

- ☐ **Product deep-dive** - Self-guided or with PM
- ☐ **Architecture overview** - If technical role
- ☐ **Customer overview** - Understanding who we serve
- ☐ **Complete role-specific training** - Assigned in Workday Learning

Doing

- ☐ **Continue project work** - Building on Week 1
 - ☐ **Start attending team meetings** - Standup, planning, retro
 - ☐ **Contribute in small ways** - Code review, documentation, etc.
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Weeks 3-4: Getting Productive

Expectations

- ☐ **Draft 30-60-90 day goals** with your manager
- ☐ **Complete all compliance training**
- ☐ **Have all system access you need**
- ☐ **Be contributing to team work**

Meetings

- ☐ **Manager 1:1s** - Continuing weekly
- ☐ **Team meetings** - Fully participating
- ☐ **Buddy check-in** (final formal check-in)

Learning

- ☐ **Understand team processes** - How work flows
- ☐ **Know who to ask** for different questions
- ☐ **Familiarize with company strategy** - Read recent all-hands notes

By End of Month 1

You should feel: - Connected to your team and buddy - Clear on your role and expectations - Able to work independently on tasks - Comfortable using core tools - Aware of where to find information and help

60-Day Checkpoint

With Your Manager

- ☐ Review progress against 30-60-90 day goals
- ☐ Discuss feedback (give and receive)
- ☐ Address any concerns
- ☐ Refine goals for next 30 days

Self-Assessment

- Do I understand my role and expectations?
 - Am I building productive relationships?
 - Do I have what I need to do my job?
 - What questions do I still have?
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90-Day Checkpoint

Probation Review (if applicable)

Most employees have a 90-day probationary period: - Manager conducts probation review - Formal feedback provided - Confirmation of ongoing employment

See: Probationary Period Policy (HR-ON-008)

With Your Manager

- ☐ Review 90-day accomplishments
 - ☐ Receive formal feedback
 - ☐ Discuss development areas
 - ☐ Set goals for next quarter
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Key Contacts and Resources

People to Know

Contact	For
Your Manager	Day-to-day questions, work assignments
Your Buddy	Cultural questions, navigation
Onboarding Coordinator	Administrative issues
IT Support	Technical problems
HR Business Partner	HR questions, concerns

Slack Channels

Channel	Purpose
#announcements	Company-wide news
#ask-hr	HR questions
#it-help	IT support
#new-hires	Connect with other new employees
#random	Social conversation

Documentation

Resource	Location
Employee Handbook	Notion > People Ops > Handbook
Team Documentation	Notion > [Your Team]
IT Knowledge Base	Notion > IT > Knowledge Base
Product Documentation	docs.novatech.com

Support

- **HR:** hr@novatech.com
 - **IT:** it-support@novatech.com
 - **Onboarding:** onboarding@novatech.com
 - **Benefits:** benefits@novatech.com
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Frequently Asked Questions

Q: What if my equipment doesn't arrive? A: Contact onboarding@novatech.com immediately. We'll expedite or provide alternatives.

Q: I'm struggling to get system access. What do I do? A: File an IT ticket in #it-help or email it-support@novatech.com with specific systems needed.

Q: What if I don't connect with my buddy? A: Let your manager or onboarding coordinator know. We'll assign a new buddy.

Q: How do I know if I'm doing well? A: Your manager will provide regular feedback. Ask for feedback if you're unsure.

Q: What if I have a concern about my team or manager? A: Reach out to your HR Business Partner or hr@novatech.com.

Onboarding Feedback

At 30, 60, and 90 days, you'll receive a brief survey about your onboarding experience. Your feedback helps us improve for future new hires.

Welcome to NovaTech! We're excited to have you on the team.

Related Documents: First Week Schedule Template (HR-ON-002), 30-60-90 Day Expectations (HR-ON-003), Buddy Program Guidelines (HR-ON-004)