

# EMPLOYEE ONBOARDING CHECKLIST

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## 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

