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| **EMPLOYEE ONBOARDING CHECKLIST** |

**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