New Employee Onboarding Checklist

Employee Name: [Employee Name]
Job Title: [Job Title]
Start Date: [Date]
Department: [Department]

Phase 1: Pre-Boarding (Completed by HR & IT before Day 1)

Task	Responsible Party	Status (Check)	Notes
Contract & Documentation	HR	[ ]	Signed offer letter, background check complete.
System Access Provisioning	IT	[ ]	Account creation: Email, VPN, HRIS, CRM/Jira.
Workstation Setup	IT	[ ]	Laptop/desktop ordered, configured, and ready at desk (or shipped for remote).
Security Training Access	IT/HR	[ ]	Enrollment in mandatory **IT Security Policy** course.
Office Access	Ops	[ ]	Employee badge/access code issued for Dubai HQ.
Welcome Kit Preparation	HR	[ ]	Desk setup, stationery, and NexaCore Swag prepared.

Phase 2: Day 1 (Completed by Manager & HR)

Task	Responsible Party	Status (Check)	Notes
Welcome & HR Introduction	HR	[ ]	Review of Employee Handbook, Code of Conduct, and benefits.
IT Handover	IT	[ ]	Credentials shared, system login verified, security policies reviewed.
Team & Office Tour	Manager	[ ]	Formal introductions to immediate team and key cross-functional partners.
Role & Objective Review	Manager	[ ]	Detailed review of JD, 30-60-90 day goals, and first task.
Time & Leave System Demo	HR	[ ]	Training on submitting time-off requests via **[HRIS System]**.

Phase 3: Week 1 & Month 1 (Completed by Employee & Manager)

Task	Responsible Party	Status (Check)	Notes
1:1 Schedule Established	Manager	[ ]	Recurring weekly meeting set with

			manager.
Deep Dive: NexaCore Platform	Employee	[ ]	Complete the mandatory product deep-dive training modules.
Meeting with Cross-Functional Leads	Manager	[ ]	Meet with [Sales/Product/Engineering] leads.
Expense & Travel Policy Review	Employee	[ ]	Review Finance T&E policy and submit necessary bank details.
Performance Check-in (30-Day)	Manager	[ ]	Formal review of progress against initial goals.

Sign-Off:

Manager Signature: _____ Date: [Date]
Employee Signature: _____ Date: [Date]