

EMPLOYEE ONBOARDING CHECKLIST

EMPLOYEE

Employee name

Job title

Start date

Manager

BEFORE START DATE

Offer letter completed

Payroll forms prepared

Workspace or equipment ready

Email and system accounts created

Orientation schedule sent

FIRST DAY

Welcome and introductions

Review company policies

Complete required forms

Provide system access

Review role and priorities

FIRST WEEK

Training sessions completed

Meet key team members

Review performance expectations

Schedule manager check-in

Confirm outstanding access or equipment