# C:\Users\user\Downloads\White and Blue Modern Minimalist Blank Page Border A4 Document.jpgEmployee Onboarding Checklist

This checklist is designed to ensure a smooth and structured onboarding process for every new employee. It provides a step-by-step guide to help HR professionals, managers, and team members welcome, orient, and integrate new hires into the organization.

## Before Day 1

☐ Send welcome email with start date, reporting time, and dress code

☐ Provide pre-day 1 welcome kit (handbook, policies, organizational chart, forms)

☐ Prepare workstation, equipment, and necessary tools

☐ Set up email, system logins, and required software

☐ Share schedule for the first week (orientation, training, meetings)

## Day 1: Welcome & Orientation

☐ Greet and introduce employee to team and mentor/buddy

☐ Company orientation session (history, mission, vision, values, culture)

☐ Review company policies and procedures

☐ Office/virtual tour (workspace, facilities, communication tools)

☐ Provide overview of organizational structure and reporting lines

## Week 1: Role & Expectations

☐ Review job description, responsibilities, and performance expectations

☐ Provide instructions for systems, applications, and tools

☐ Communicate company expectations and goals

☐ Introduce company growth plan and future opportunities

☐ Begin role-specific training sessions

☐ Schedule first check-in meeting with manager

## First Month: Engagement & Training

☐ Assign ongoing mentor support for questions and guidance

☐ Continue role-focused training with access to learning resources

☐ Encourage participation in team projects and meetings

☐ Schedule regular check-ins (weekly or bi-weekly) with manager

☐ Conduct a practice assessment or progress review

## First 90 Days: Integration & Performance

☐ Encourage employee to set short-term performance goals

☐ Facilitate cross-team introductions and collaboration opportunities

☐ Gather feedback from employee about onboarding experience

☐ Conduct 30-, 60-, and 90-day performance check-ins

☐ Review employee’s progress and adjust training as needed

☐ Begin planning for long-term career development www.templatenum.com

## Final Review

☑ All onboarding steps completed

☑ Employee feels supported and confident in role

☑ HR records updated and filed