

Employee Onboarding Checklist

Employee Name		Position	
Department		Start Date	
Manager		Email	

Pre-Onboarding

☐

Offer letter sent and signed

☐

Welcome email sent

☐

IT equipment prepared

☐

Workspace set up

First Day

☐

Meet with manager

☐

Complete HR paperwork

☐

Attend office tour

☐

Set up email and software accounts

First Week

☐

Meet team members

☐

Review company policies

☐

Training scheduled

☐

Set initial goals with manager

First Month

☐

Check-in with manager

☐

Complete mandatory training

☐

Provide feedback on onboarding process

