

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

