

# First Day Employee Checklist

Employee Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Department: \_\_\_\_\_  
Manager/Supervisor: \_\_\_\_\_  
Date: \_\_\_\_\_

## Welcome & Orientation

- Welcome meeting with manager/supervisor
- Introduction to team and key staff
- Office tour (restrooms, kitchen, exits, etc.)
- Workplace policies & code of conduct overview

## HR & Administrative Tasks

- Complete required HR forms and documents
- Review and sign employment agreement
- Receive employee handbook
- Set up payroll and direct deposit information
- Provide ID, tax, or eligibility documents

## Workstation & Technology

- Assign workstation/desk
- Issue computer/laptop and accessories
- Set up email and software accounts
- Provide access cards/keys

## Role & Responsibilities Overview

- Review job description and expectations
- Discuss initial projects or assignments
- Set goals for first week/month
- Identify mentor or main point of contact

## Other Notes

- Review safety procedures and emergency exits
- Arrange for lunch or welcome get-together
- Q&A with manager or HR

Signature (Employee): \_\_\_\_\_ Date: \_\_\_\_\_  
Signature (Manager/HR): \_\_\_\_\_ Date: \_\_\_\_\_

