

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: _____

