

Job Onboarding Steps Checklist

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Complete New Hire Paperwork

Provide personal details, bank and tax information, and sign necessary documents.

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Submit Valid Identification

Present identification documents for verification (e.g., passport, ID, work permit).

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Set Up Company Accounts & Email

Activate your work email and logins for all company systems.

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Attend Orientation Session

Join the company orientation to learn about policies, culture, and benefits.

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Meet Your Team & Manager

Introduce yourself and learn about team roles and expectations.

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Set Up Your Workspace

Collect equipment and arrange your desk or virtual workspace.

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Review Job Responsibilities

Discuss initial tasks, goals, and success criteria with your manager.

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Complete Required Training

Finish any mandatory compliance, safety, or role-specific training modules.

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Check Benefits Enrollment

Review and enroll in health insurance, retirement, and other offered benefits.

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Schedule First Check-In

Arrange a follow-up meeting with your manager to discuss your first week.