

Job Onboarding Steps Checklist



Complete New Hire Paperwork

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



Submit Valid Identification

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



Set Up Company Accounts & Email

Activate your work email and logins for all company systems.



Attend Orientation Session

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



Meet Your Team & Manager

Introduce yourself and learn about team roles and expectations.



Set Up Your Workspace

Collect equipment and arrange your desk or virtual workspace.



Review Job Responsibilities

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



Complete Required Training

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



Check Benefits Enrollment

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



Schedule First Check-In

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