

New Hire Orientation Checklist

This is a sample blank document for HR and managers to welcome new employees. Customize as needed.

Pre-Arrival

- ☐ Send offer letter and receive signed copy
- ☐ Send new hire paperwork and forms
- ☐ Set up company email and accounts
- ☐ Prepare workspace, computer, and equipment

First Day

- ☐ Welcome and office tour
- ☐ Team introduction
- ☐ Review company policies and handbook
- ☐ Collect completed paperwork
- ☐ Assign onboarding mentor or buddy

First Week

- ☐ Begin job-specific training
- ☐ Set initial performance goals
- ☐ Provide systems and tools training
- ☐ Schedule regular check-ins

First Month

- ☐ Collect feedback on orientation experience
- ☐ Evaluate progress and provide support
- ☐ Assist with benefits enrollment

Signature: _____ Date: _____