

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: _____