

New Staff Onboarding Worksheet

Basic Information

Full Name

Position/Title

Department

Start Date

Manager/Supervisor Information

Manager Name

Contact Email

Onboarding Checklist

- ☐ Attend orientation session
- ☐ Submit required documents
- ☐ Receive equipment & system access
- ☐ Review company policies
- ☐ Meet the team

Training Notes

Additional Comments