

Team Member Onboarding Checklist

Team Member Information

Name: _____

Start Date: _____

Role/Position: _____

Manager/Supervisor: _____

Pre-Start Tasks

Offer letter sent and signed

HR paperwork completed

IT accounts created (email, tools, etc.)

Workspace/equipment prepared

First Day

Welcome tour/introduction to team

Review team/org structure

Provide onboarding schedule

Issue equipment/access badges

Week 1

Complete company orientation

Set up systems and tools

Initial meetings with key team members

Review job responsibilities and expectations

First Month

Check-in with manager

Review training materials

Provide feedback on onboarding process

Assign first project or tasks