# Employee Onboarding Training Checklist

## Employee Information

| Employee Name | | Department | |
|---|---|---|---|
| Position | | Start Date | |

## Pre-Onboarding

| Task | Completed | Date | Notes |
|---|---|---|---|
| Offer letter sent and accepted | | | |
| New hire paperwork completed | | | |
| Workspace & equipment prepared | | | |

## First Day Orientation

| Task | Completed | Date | Notes |
|---|---|---|---|
| Welcome and introductions | | | |
| Office tour | | | |
| Review company policies | | | |
| Set up accounts & login credentials | | | |

## Training Topics

| Topic | Trainer | Date Completed | Notes |
|---|---|---|---|
| Health & Safety | | | |
| Job Role Responsibilities | | | |
| Tools & Software | | | |
| Company Values & Culture | | | |

## Additional Notes

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Employee Signature

Manager Signature

Date