

# New Hire Training Checklist

Employee Name	Start Date
Position / Department	Manager

## Pre-Arrival

- ☐ Offer letter sent and signed
- ☐ Workstation / equipment arranged
- ☐ System access requested
- ☐ Welcome email sent

## First Day Orientation

- ☐ Office tour and introductions
- ☐ Review company policies and procedures
- ☐ Set up email and accounts
- ☐ Complete HR forms

## Role-Specific Training

- ☐ Meet with supervisor for job overview
- ☐ Introduction to team members
- ☐ Systems and tools walkthrough
- ☐ First assignment delegated

## Compliance & Safety Training

- ☐ Workplace safety briefing
- ☐ Required compliance training modules
- ☐ Emergency procedures overview

## First Week Check-in

- ☐ Feedback session with manager
- ☐ Additional training as needed
- ☐ Collect questions and provide resources

## Notes

