

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

