Employee Onboarding Checklist

Free Employee Onboarding Checklist with AI customization. Industry-specific guidance for employee onboarding checklist. Build your checklist now.

Pre-Arrival Preparation (Before Day 1)

- [ ] Send offer letter and receive signed acceptance
- [ ] Conduct background check and reference verification
- [ ] Send welcome email with first-day instructions
- [ ] Prepare workspace and equipment
- [ ] Order business cards and name plates
- [ ] Create email account and system access
- [ ] Add to organizational chart and directory
- [ ] Schedule orientation meetings
- [ ] Assign mentor or buddy
- [ ] Prepare welcome package
- [ ] Set up parking access or transit pass
- [ ] Order necessary office supplies

First Day Essentials

- [ ] Greet new employee at reception
- [ ] Provide building tour and emergency exits
- [ ] Issue security badge and access codes
- [ ] Complete I-9 verification
- [ ] Collect required documentation
- [ ] Set up workstation and equipment
- [ ] Provide IT equipment (laptop, phone, etc.)
- [ ] Give office supplies and welcome kit
- [ ] Introduce to immediate team members
- [ ] Review work schedule and hours
- [ ] Explain break and lunch procedures
- [ ] Show restrooms and common areas

HR Documentation & Compliance

- [ ] Review and sign employment agreement
- [ ] Complete tax withholding forms (W-4)
- [ ] Enroll in benefits programs
- [ ] Set up direct deposit
- [ ] Review employee handbook
- [ ] Sign confidentiality agreements
- [ ] Complete emergency contact forms
- [ ] Review company policies

- [ ] Sign equipment agreements
- [ ] Acknowledge receipt of policies
- [ ] Complete diversity and inclusion training
- [ ] Register for required compliance training

Technology Setup

- [ ] Provide computer login credentials
- [ ] Set up email and calendar
- [ ] Configure phone and voicemail
- [ ] Grant software access and licenses
- [ ] Set up VPN access if remote
- [ ] Configure printer access
- [ ] Provide password manager access
- [ ] Join relevant Slack/Teams channels
- [ ] Add to distribution lists
- [ ] Set up two-factor authentication
- [ ] Provide IT support contact information
- [ ] Schedule IT training if needed

Role-Specific Training

- [ ] Review job description in detail
- [ ] Explain performance expectations
- [ ] Set initial goals and objectives
- [ ] Provide department overview
- [ ] Review team structure and roles
- [ ] Explain key processes and procedures
- [ ] Introduce to key stakeholders
- [ ] Review current projects
- [ ] Assign initial tasks or projects
- [ ] Schedule regular check-in meetings
- [ ] Provide relevant documentation
- [ ] Set up job-specific training

Company Culture & Values

- [ ] Review mission, vision, and values
- [ ] Explain company history and milestones
- [ ] Discuss organizational culture
- [ ] Review code of conduct
- [ ] Explain communication norms
- [ ] Introduce employee resource groups
- [ ] Share success stories and achievements
- [ ] Explain recognition programs
- [ ] Review social events and activities
- [ ] Discuss professional development opportunities
- [ ] Share company newsletter/intranet

- [ ] Explain feedback culture

First Week Activities

- [ ] Complete new hire orientation program
- [ ] Meet with direct manager daily
- [ ] Schedule meetings with key colleagues
- [ ] Begin role-specific training
- [ ] Review and understand first assignments
- [ ] Attend team meetings
- [ ] Complete mandatory training modules
- [ ] Set up LinkedIn and update profile
- [ ] Review organizational resources
- [ ] Submit any pending documentation
- [ ] Provide feedback on onboarding experience
- [ ] Schedule 30-day check-in

30-Day Milestones

- [ ] Complete all required training
- [ ] Understand core job responsibilities
- [ ] Build relationships with team members
- [ ] Contribute to first project or deliverable
- [ ] Establish routine and workflow
- [ ] Conduct 30-day review with manager
- [ ] Set 90-day goals and expectations
- [ ] Provide onboarding feedback
- [ ] Confirm benefits enrollment
- [ ] Address any concerns or questions
- [ ] Review and adjust workspace needs
- [ ] Begin regular 1-on-1 meetings