



New Hire Onboarding Checklist Template

Free New Hire Onboarding Checklist Template with AI customization. Industry-specific guidance for new hire onboarding checklist template. Build your checklist now.

Employee Information

- ☐ Full name: _____
- ☐ Preferred name: _____
- ☐ Start date: _____
- ☐ Position: _____
- ☐ Department: _____
- ☐ Manager: _____
- ☐ Location: _____
- ☐ Employment type: _____
- ☐ Salary/Wage: _____
- ☐ Employee ID: _____

Pre-Arrival Checklist (Complete by: _____)

- ☐ Send offer letter %i Sent: _____
- ☐ Background check %i Complete: _____
- ☐ Reference checks %i Complete: _____
- ☐ Send welcome email %i Sent: _____
- ☐ Order equipment %i Ordered: _____
- ☐ Set up workspace %i Ready: _____
- ☐ Create accounts %i Created: _____
- ☐ Schedule orientation %i Date: _____
- ☐ Assign buddy %i Name: _____
- ☐ Prepare materials %i Ready: _____

First Day Tasks

- ☐ Time: _____ - Reception greeting
- ☐ Time: _____ - HR paperwork
- ☐ Time: _____ - Office tour
- ☐ Time: _____ - IT setup
- ☐ Time: _____ - Manager meeting
- ☐ Time: _____ - Team lunch
- ☐ Time: _____ - Workspace setup
- ☐ Time: _____ - Initial training
- ☐ Time: _____ - End of day check-in

Required Forms (Due: _____)

- ☐ I-9 Form %j Complete: _____
- ☐ W-4 Form %j Complete: _____
- ☐ State tax forms %j Complete: _____
- ☐ Direct deposit %j Complete: _____
- ☐ Benefits enrollment %j Complete: _____
- ☐ Emergency contacts %j Complete: _____
- ☐ Handbook acknowledgment %j Signed: _____
- ☐ Confidentiality agreement %j Signed: _____
- ☐ Policy acknowledgments %j Signed: _____

Equipment Checklist

- ☐ Computer %j Serial #: _____
- ☐ Monitor %j Serial #: _____
- ☐ Phone %j Extension: _____
- ☐ Mobile device %j Number: _____
- ☐ Access badge %j ID #: _____
- ☐ Keys %j Issued: _____
- ☐ Parking pass %j #: _____
- ☐ Other: _____

System Access

- ☐ Network login %j Username: _____
- ☐ Email %j Address: _____
- ☐ Calendar %j Access granted: _____
- ☐ Intranet %j Access granted: _____
- ☐ Shared drives %j Permissions set: _____
- ☐ Software %j Licenses assigned: _____
- ☐ Databases %j Access level: _____
- ☐ Other systems: _____

Training Schedule

- ☐ Date: _____ - Company orientation
- ☐ Date: _____ - Department overview
- ☐ Date: _____ - Role training
- ☐ Date: _____ - System training
- ☐ Date: _____ - Product training
- ☐ Date: _____ - Process training
- ☐ Date: _____ - Compliance training
- ☐ Date: _____ - Advanced training
- ☐ Date: _____ - Shadowing
- ☐ Date: _____ - Independent work

Key Meetings

- ☐ Date: _____ - HR orientation
- ☐ Date: _____ - Manager 1-on-1
- ☐ Date: _____ - Team meeting
- ☐ Date: _____ - Stakeholder intros
- ☐ Date: _____ - Department meeting
- ☐ Date: _____ - Mentor meeting

Milestones & Reviews

- ☐ End of Day 1 %i Date: _____ %i Complete: _____
- ☐ End of Week 1 %i Date: _____ %i Complete: _____
- ☐ 30-day review %i Date: _____ %i Complete: _____
- ☐ 60-day check %i Date: _____ %i Complete: _____
- ☐ 90-day review %i Date: _____ %i Complete: _____
- ☐ 6-month review %i Date: _____ %i Complete: _____

Completion Sign-off

- ☐ Employee signature: _____ Date: _____
- ☐ Manager signature: _____ Date: _____
- ☐ HR signature: _____ Date: _____

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