

# New Employee Onboarding Checklist Template

<b>Pre-Boarding Phase</b>	<b>Done</b>	<b>N/A</b>	<b>Note</b>
Send a formal offer letter and contract for signature.			
Share a welcome email with the new hire, including a start date, time, and location (if applicable).			
Prepare an onboarding schedule and share it with the new hire.			
Arrange necessary tools and equipment (laptop, phone, software access).			
Schedule team introductions and orientation meetings.			
<b>First Day Checklist</b>	<b>Done</b>	<b>N/A</b>	<b>Note</b>
Welcome the new hire with a personalized introduction email.			
Provide a welcome kit (company swag, notebooks, etc.).			
Review the onboarding schedule with the new hire.			

Collect signed employment forms (tax forms, direct deposit forms, non-disclosure agreements).			
Provide access to the company's employee portal and intranet.			
<b>Orientation And Company Integration</b>	<b>Done</b>	<b>N/A</b>	<b>Note</b>
Conduct a company orientation session (mission, vision, values, culture, and policies).			
Share the employee handbook and ensure policies (e.g., code of conduct) are reviewed.			
Set up email accounts and other necessary logins.			
Provide an overview of company benefits, enrollment deadlines, and HR support contacts			
<b>Role-Specific Onboarding</b>	<b>Done</b>	<b>N/A</b>	<b>Note</b>
Schedule role-specific training sessions.			
Assign a mentor or buddy to assist with initial tasks and questions.			
Provide documentation or guides for tools, systems, and workflows specific to the role.			

Clarify immediate and long-term role expectations.			
<b>Technology And Tools Setup</b>	<b>Done</b>	<b>N/A</b>	<b>Note</b>
Confirm access to essential software and tools (e.g., CRM, HRMS, time tracking software).			
Verify hardware setup (e.g., computer, phone, office supplies).			
Offer training on employee monitoring software like EmpMonitor if applicable.			
<b>Social And Team Integration</b>	<b>Done</b>	<b>N/A</b>	<b>Note</b>
Schedule introductory meetings with team members and key stakeholders.			
Include the new hire in ongoing projects or discussions to promote engagement.			
Plan an informal lunch or virtual meet-up to foster team bonding.			
<b>First Week Goals</b>	<b>Done</b>	<b>N/A</b>	<b>Note</b>
Conduct a one-on-one meeting to outline short-term goals and deliverables.			

Schedule a feedback session to address questions or concerns.			
Provide resources for continued learning (e.g., training materials, company wiki).			
<b>Continuous Support (First 30-90 Days)</b>	<b>Done</b>	<b>N/A</b>	<b>Note</b>
Conduct weekly check-ins to track progress and address concerns.			
Schedule additional training if required.			
Ensure the new hire feels integrated into the company culture.			
<b>Long-Term Success Plan (90+ Days)</b>	<b>Done</b>	<b>N/A</b>	<b>Note</b>
Reassess performance and provide a detailed evaluation			
Discuss career growth opportunities and development plans.			
Collect feedback on the onboarding experience to improve processes.			
<b>Optional Add-Ons</b>	<b>Done</b>	<b>N/A</b>	<b>Note</b>
Invite the new hire to company-wide events or team-building activities.			

Encourage participation in corporate wellness programs or initiatives.			
Provide access to a knowledge base for self-paced learning.			