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# ONBOARDING CHECKLIST

| NEW HIRE | JOB TITLE | START DATE | MANAGER / BUDDY |
|---|---|---|---|
| | | | |

## BEFORE DAY ONE

- ❑ Signed offer letter on file _____
- ❑ Background check / references done _____
- ❑ Paperwork sent (see paperwork list) _____
- ❑ Laptop, phone, accounts ordered _____
- ❑ Email and software logins created _____
- ❑ Desk, keys or badge ready _____
- ❑ Welcome email: time, place, dress, parking _____
- ❑ Team told who is starting and when _____
- ❑ Buddy assigned _____

## FIRST DAY

- ❑ Welcome and introductions _____
- ❑ Tour (or video tour for remote) _____
- ❑ Form I-9 identity documents checked _____
- ❑ Equipment handed over and logged _____
- ❑ Logins tested, password manager set up _____
- ❑ Lunch with manager or buddy _____
- ❑ First week plan explained _____

## FIRST WEEK

- ❑ Handbook and key policies read _____
- ❑ Safety training / emergency exits _____
- ❑ Benefits explained; enrollment deadline set _____
- ❑ Meet each key colleague _____
- ❑ First small real task finished _____
- ❑ Friday check-in with manager _____

## FIRST 30 DAYS

- ❑ Role training complete _____
- ❑ Required compliance training done _____
- ❑ 30-60-90 plan agreed _____
- ❑ Weekly one-to-ones in calendar _____
- ❑ 30-day check-in: questions, concerns _____

## DAY 60 TO 90

- ❑ 60-day check-in _____
- ❑ Working without close supervision _____
- ❑ 90-day review held and recorded _____
- ❑ End of probation confirmed in writing _____
- ❑ New hire feedback on onboarding _____