

Employee Onboarding Checklist

Guide a new employee through orientation, tools, policies, and team introductions.

Checklist

<input type="checkbox"/> Welcome email	<input type="checkbox"/> Workspace ready
<input type="checkbox"/> Policy review	<input type="checkbox"/> System access
<input type="checkbox"/> Training plan	<input type="checkbox"/> Check-in scheduled

Follow-up actions

Action	Owner	Due date	Done

Notes

Notes