

New Hire Checklist

Prepare documents, equipment, accounts, training, and first-week tasks for a new hire.

Checklist

<input type="checkbox"/> Offer accepted	<input type="checkbox"/> Forms ready
<input type="checkbox"/> Accounts created	<input type="checkbox"/> Equipment issued
<input type="checkbox"/> Training scheduled	<input type="checkbox"/> Manager assigned

Follow-up actions

Action	Owner	Due date	Done

Notes

Notes