EMPLOYEE ONBOARDING CHECKLIST

Every task, owner and deadline from offer to month six

Six phases. One owner and one due date for every task. Dates are counted from the start date: "Start −5" means five working days before day one.

Owners: HR · IT · Manager · Buddy · New hire

1 OFFER ACCEPTED → DAY BEFORE START — Preboarding

- [ ] Send the contract and forms for e-signature — HR · Offer accepted
- [ ] Order equipment and create the HRIS record — IT · HR · Start −10
- [ ] Write the 30-60-90 day plan and choose a buddy — Manager · Start −7
- [ ] Send the welcome email — HR · Start −5
- [ ] Create accounts and share the first-week schedule — IT · Manager · Start −3

2 DAY 1 — Day one

- [ ] Greet the new hire personally, on time — Manager · First hour
- [ ] Sit with them for the first login; check every tool — IT · Morning
- [ ] Finish paperwork within legal deadlines — HR · Day 1
- [ ] First one-to-one and a small first task — Manager · Afternoon

3 DAYS 2–5 — First week

- [ ] Start role-specific training — Manager · Day 2
- [ ] Hold a 10-minute check-in every day — Manager · Days 2–5
- [ ] Complete security and data protection training — New hire · By day 5
- [ ] Send a short week-one survey — HR · Day 5

4 DAYS 6–30 — First month

- [ ] Agree on measurable goals for the next 60 days — Manager · Day 15
- [ ] Run an access audit and close any gaps — IT · Manager · Day 15
- [ ] Collect onboarding feedback; confirm benefits — HR · Day 25
- [ ] Hold the 30-day review — Manager · Day 30

5 DAYS 31–90 — Months two and three

- [ ] Hold the 60-day review against the plan — Manager · Day 60
- [ ] Run a 90-day onboarding survey — HR · Day 85
- [ ] Hold the 90-day review and set next-quarter goals — Manager · Day 90
- [ ] Close the probation period where one applies — Manager · HR · Per contract

6 DAY 91 ONWARD — Months four to six

- [ ] Agree on a development plan — Manager · Month 4
- [ ] Keep a monthly catch-up — Buddy · Months 4–6
- [ ] Include the new hire in the engagement survey — HR · Next cycle
- [ ] Update the checklist for the next person — HR · Month 6

Paperwork deadlines

US	Form I-9: Section 1 by the first day; Section 2 within three business days
UK	Right to work check before the person starts work
EU	Core written terms by the seventh calendar day; the rest within one month

Examples only, not legal advice. Check current rules for every country and state you hire in.

One task · **One owner** · **One due date**

Full guide with sources:
newployee.com/blog/new-hire-onboarding-checklist

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