

New Hire Onboarding Checklist

For Salaried Positions Across Industries

Post-Offer Acceptance



- ☐ 1. Confirm start date with new hire
- ☐ 2. Send official welcome email
 - a. Optional: include the company social media accounts
- ☐ 3. Notify internal stakeholders (HR, IT, hiring manager, team)
- ☐ 4. Initiate background check and employment verification (if applicable)
- ☐ 5. Begin paperwork process (tax forms, I-9, NDA, direct deposit)
- ☐ 6. Set up employee in HRIS / payroll system
- ☐ 7. Order equipment (laptop, monitor, accessories)
 - a. If items were used, give them a good clean so they're not dusty!
- ☐ 8. Create accounts (email, Slack, Teams, project tools, etc.)
- ☐ 9. Assign onboarding buddy or mentor
- ☐ 10. Add to org chart and company directory
 - a. Be sure their name and title are correct. Details such as misspellings and incorrect titles can make or break an employee's experience
- ☐ 11. Prepare welcome kit or swag (optional but encouraged)
- ☐ 12. Send pre-boarding packet with:
 - a. First-day schedule
 - b. Team intro
 - c. Office logistics or remote setup tips
 - d. Culture and environment overview

First Day



- ☐ 1. Welcome call or in-person greeting*
- ☐ 2. Tour of physical or virtual workspace
- ☐ 3. Introductions to team
 - a. A team lunch is always a great way to introduce new employees and give them a feel for your dynamic
- ☐ 4. Kickoff 1:1 with manager
 - a. Review job description, role expectations, and 30-60-90 plan
- ☐ 5. HR onboarding session covering:
 - a. Benefits
 - b. PTO & holiday policies
 - c. Workplace norms
 - d. Payroll & compliance
- ☐ 6. Tech setup and login assistance



New Hire Onboarding Checklist, cont.

Week One



- ☐ 1. Complete role-specific training
- ☐ 2. Order business cards and name plate (if applicable)
- ☐ 3. Shadow key workflows or colleagues
- ☐ 4. 1:1 with onboarding buddy or peer
- ☐ 5. Review company history, mission, values, and goals
- ☐ 6. Confirm understanding of performance expectations
- ☐ 7. End-of-week check-in with manager



30-60-90 Day Milestones



30 Days

The employee should be fully onboarded to systems and tools, should be contributing to team tasks or projects, and should be socially integrated with the team.

- ☐ 1. First feedback session with manager
- ☐ 2. Ensure the employee is enrolled in any benefits, if applicable

60 Days

The employee should have growing independence in daily work and a clear understanding of cross-functional teams.

- ☐ 1. Second feedback session (mutual expectations check-in)

90 Days

- ☐ 1. 90-day performance review
- ☐ 2. Set long-term goals and development plan
- ☐ 3. Celebrate milestone



Ongoing



- ☐ 1. Quarterly check-ins
- ☐ 2. Continued training and development opportunities
- ☐ 3. Inclusion in team planning, projects, and recognition
- ☐ 4. Regular feedback and performance reviews

Bonus Tips for Retention

*Be sure key members like an onboarding buddy and/or the manager are there and **on time** for the new hire's first day, to set expectations and prioritize them. This sets the tone for the rest of an employee's tenure.

