

Employee Onboarding Checklist

☐ 1. Pre-Boarding (Offer Accepted → Day 0)

☐ Compliance & Legal Readiness

- ☐ Signed offer letter
- ☐ Employment contracts completed
- ☐ Right-to-work and tax documentation collected
- ☐ Background checks initiated or completed
- ☐ Employee record created in HRIS

☐ IT & Work Environment Readiness

- ☐ Email and system access provisioned
- ☐ Hardware ordered and configured
- ☐ Security credentials and role-based permissions assigned
- ☐ Workspace prepared (onsite or remote logistics confirmed)

☐ Manager Enablement

- ☐ 30-60-90 day success criteria documented
- ☐ First-week agenda finalized
- ☐ Internal announcement prepared

Outcome check:

- ☐ New hire arrives fully enabled; no admin friction on Day 1

☐ 2. Day One Experience (Orientation Done Right)

☐ Orientation Essentials

- ☐ Company mission, values, and operating principles shared
- ☐ Policies, benefits, and administrative walkthrough completed
- ☐ Office or virtual environment tour conducted

☐ **Human Connection**

- ☐ Personal welcome from the direct manager
- ☐ Team introductions completed
- ☐ Onboarding buddy or mentor assigned

☐ **Role Clarity**

- ☐ Role purpose and expectations explained
- ☐ Immediate priorities clarified
- ☐ Psychological safety cues established

Outcome check:

- ☐ New hire understands their role, their people, and how the company works

☐ **3. First Week (Days 1–7)**

☐ **Performance Enablement**

- ☐ Tools and systems training completed
- ☐ SOPs and documentation access provided
- ☐ Shadowing or example-based learning completed

☐ **Cultural Integration**

- ☐ Values explained through real behaviors
- ☐ Communication norms clarified
- ☐ Key stakeholder introductions completed

☐ **Checkpoints**

- ☐ First feedback conversation scheduled
- ☐ Clear 30-day goals confirmed

Outcome check:

- ☐ New hire knows how to succeed and who to rely on

☐ **4. First 30 / 60 / 90 Days**

☐ **30 Days**

- ☐ Skills gaps assessed
- ☐ Feedback collected
- ☐ Early wins recognized

☐ **60 Days**

- ☐ Responsibility expanded
- ☐ Training adjusted based on performance
- ☐ Cultural alignment reinforced

☐ **90 Days**

- ☐ Formal performance review completed
- ☐ Career path discussion held
- ☐ Onboarding feedback loop closed

Outcome check:

- ☐ Employee is productive, engaged, and future-oriented

☐ **5. Remote & Hybrid Onboarding (If Applicable)**

- ☐ Equipment delivered before Day 1
- ☐ Virtual onboarding buddy assigned

- ☐ Structured async documentation shared
- ☐ Frequent manager check-ins scheduled
- ☐ Intentional social touchpoints planned