

CHECKLIST

The 30-Day New-Hire Onboarding Checklist

Turn new hires into confident, connected team members — from preboarding through the 90-day check-in.

SPIRIT HR · RESOURCE CHECKLIST

A great first 30 days is the difference between an employee who stays and grows and one who's gone within a year. Use this checklist to make onboarding consistent, welcoming, and productive.

Before day one (preboarding)

- ☐ Send a welcome email: start time, parking/access, dress code, first-day plan.
- ☐ Collect new-hire paperwork electronically in advance.
- ☐ Provision accounts, email, and software access.
- ☐ Order equipment and set up the workspace (or ship it to remote hires).
- ☐ Assign an onboarding buddy or mentor.
- ☐ Tell the team who's starting and what they'll do.

Day one

- ☐ Warm welcome and office/tools tour (in person or virtual).
- ☐ Review role, expectations, and first-week schedule.
- ☐ Confirm systems, logins, and equipment all work.
- ☐ Share the mission, values, and how their work fits the bigger picture.
- ☐ Team introductions and lunch or a virtual coffee.

Week one

- ☐ Set 2–3 clear, achievable early goals.
- ☐ Schedule intro meetings with key people and departments.
- ☐ Walk through core tools and processes.
- ☐ Confirm benefits enrollment is complete.
- ☐ First manager check-in: questions, blockers, first impressions.

First 30 days

- ☐ Hand off first real project or ownership area.
- ☐ Give feedback early and often — both directions.
- ☐ Weekly 1:1s to build rhythm and trust.
- ☐ Include them in team meetings and decisions.
- ☐ Check that culture and expectations are landing.

90-day check-in

- ☐ Review goals and performance against expectations.
- ☐ Ask what would have made onboarding better.
- ☐ Set goals for the next quarter.
- ☐ Confirm they feel connected, supported, and clear on their path.

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