

New Hire Checklist

Employee

Hire Date

Supervisor

Start Date

Before the first day

1. Prepare the Employee Handbook and other necessary documents.

- Edit, review, and print the Employee Handbook (or prepare to share it digitally).
- Prepare the employment contract and other required HR documents.
- Prepare other company-specific requirements, materials, and documents.

2. Create email and system accounts.

- Set up a company email address for the new hire.
- Create accounts for necessary company software and systems.

3. Plan an orientation and onboarding schedule.

- Schedule meetings with key team members and supervisors.
- Plan the training sessions and agendas.
- Arrange a team welcome lunch.

4. Prepare the new hire's workstation.

- Assign a desk, cubicle, or office (if relevant).
- Set up the workstation's computer, phone, and other office equipment.
- Provide office supplies such as pens and notebooks.

5. Assign a mentor.

- Choose a welcoming colleague to help the new hire acclimate to the office.
- Schedule an introductory meeting with the mentor.

First day

1. Welcome the new hire and give an office tour.

- Greet the new hire.
- Provide a tour of the office, including the kitchen, breakroom, and nearest restrooms.

2. Review the Employee Handbook and employment paperwork.

- Make sure all the necessary forms have been completed and signed.
- Hand out or send an electronic copy of the Employee Handbook.
- Collect any necessary identifications or certifications.

3. Provide a company overview.

- Review the company's mission statement, values, and objectives.
- Discuss the chain of command and introduce the key personnel.

4. Discuss and review job roles, responsibilities, and expectations.

- Review the job description and expectations.
- Discuss initial projects and assignments.

5. Set up technology and tools.

- Make sure the computer, phone, and email are working properly.
- Provide an overview of the necessary and company-related software and systems.

6. Arrange for the new hire to meet the team.

- Introduce the new hire to team members.
- Arrange informal meet-and-greets with other company colleagues.

First week

- 1. Complete onboarding and training.**
 - Attend company orientations.
 - Complete job-specific training.
- 2. Arrange for the new hire to meet with the head of the department.**
 - Schedule meetings with the department head.
- 3. Review company policies and culture.**
 - Review company policies, such as attendance and dress code.
- 4. Set goals and expectations.**
 - Set goals for the first 30, 60, and 90 days in the office.
 - Schedule check-ins to review progress.

First month

- 1. Conduct a performance review.**
 - Schedule a performance review after the first 30 days.
 - Provide helpful feedback and discuss the areas for improvement.
- 2. Discuss current professional development.**
 - Explore opportunities for professional growth.
 - Discuss any needed additional training or resources.
- 3. Gather feedback.**
 - Get feedback from the new hire about the onboarding process.
 - Make necessary adjustments to the process.

Comments

Completed by

Date

Signature