

Employee Onboarding Checklist

Give every new starter the setup, context and support they need.

EMPLOYEE

ROLE

MANAGER

START DATE

TASK	OWNER	DUE	DONE	NOTES
Send welcome and first-day details			☐	
Prepare workspace and equipment			☐	
Create email and system accounts			☐	
Confirm payroll and required forms			☐	
Introduce manager and teammates			☐	
Tour workplace / explain remote setup			☐	
Review role and first-week priorities			☐	
Review policies and working hours			☐	
Explain safety and emergency procedures			☐	
Set up required training			☐	
Explain communication and meeting routines			☐	
Assign buddy or go-to contact			☐	
Check access to files and tools			☐	
Schedule end-of-week check-in			☐	
Schedule 30-day check-in			☐	

FIRST-WEEK NOTES

EMPLOYEE

DATE

MANAGER

DATE