

New Hire Onboarding Checklist

NEW HIRE ONBOARDING CHECKLIST

Employee: [EMPLOYEE NAME] | Job title: [JOB TITLE] | Department: [DEPARTMENT]
Manager: [MANAGER NAME] | Start date: [START DATE] | Buddy: [BUDDY NAME]

Before day one

- Send welcome email with start time, location, dress code, and first-day agenda
- Prepare workstation, equipment, keys/badge, and parking instructions
- Create accounts: email, HRIS, payroll, chat, project tools, VPN
- Assign an onboarding buddy and brief them on their role
- Confirm I-9 Section 1 is ready for completion and E-Verify case (if used)
- Notify payroll of new hire, pay rate, and pay schedule
- Prepare new hire packet: handbook, benefits info, org chart, IT guide

Day one

- Welcome and introductions with the immediate team
- Complete Form I-9 Section 2 (within 3 business days of start) and state new-hire reporting
- Collect W-4 (federal) and state withholding forms
- Review handbook highlights: at-will status, anti-harassment policy, PTO, attendance
- IT setup walkthrough: logins, password manager, security policies
- Tour: restrooms, exits, break areas, emergency procedures
- Manager 1:1 — role expectations, first-week goals, how success is measured
- Lunch with the team or onboarding buddy

Week one

- Benefits enrollment walkthrough (deadlines: [ENROLLMENT DEADLINE])
- Job-specific training sessions scheduled with [TRAINERS]
- Review key systems, files, and standard operating procedures
- Assign a first small win: a real task completable within the week
- Manager check-in: questions, blockers, feedback on the first days
- Confirm direct deposit and emergency contact forms returned

First 30 / 60 / 90 days

- ****Day 30:**** Manager review — role clarity, training progress, early feedback both ways
- ****Day 60:**** Independent ownership of [KEY RESPONSIBILITIES]; peer feedback collected
- ****Day 90:**** Formal check-in against 90-day goals; confirm benefits active; celebrate wins

Sign-off

Manager signature: _____ Date: _____

Employee signature: _____ Date: _____

General template only — not legal advice. Have employment counsel review before use, especially for state-specific requirements. Downloaded from AskHrAI (<https://askhr.ai/forms/onboarding-checklist>).