

Employee Onboarding Checklist

Checklist · 23 items · 5 sections

Set new hires up for success from day one, IT, paperwork, and first-week essentials.

Open the editable version online:

<https://genechecklist.com/checklist/onboarding-checklist>

BEFORE DAY 1

- Send welcome email with start date and instructions
HIGH
- Prepare workstation, laptop and equipment
HIGH
- Set up email, Slack and all required accounts
HIGH
- Assign onboarding buddy or mentor
- Prepare onboarding schedule for first week
HIGH
- Notify team of new hire start date

DAY 1

- Greet new hire and give office/virtual tour
HIGH
- Complete HR paperwork and employment forms
HIGH
- Review company handbook and policies
HIGH
- Introduce to team members
HIGH
- Set up all required software and tools
HIGH
- Explain company mission, values and culture

WEEK 1

- Share org chart and key contacts
HIGH

HIGH

- Schedule 1-on-1 with direct manager
HIGH
- Provide role-specific training and documentation
HIGH
- Review 30-60-90 day expectations and goals
HIGH
- Shadow team members for role understanding
- Complete required compliance training
HIGH

WEEK 2-4

- Assign first real project or task
HIGH
- Check in on how they are settling in
HIGH

MONTH 1

- Schedule 30-day review meeting
HIGH
- Gather feedback on onboarding experience
- Confirm access to all required systems