

New hire onboarding checklist

A positive onboarding experience can inspire confidence in new hires and increase their engagement and longevity with the company. Use this checklist to help ensure you never miss a beat.



Before the employee's first day

- Set up their employee login, email address, and any other tools.
- Provide their uniform or required attire, if necessary.
- Collect their emergency contact information.
- Collect their banking information for direct deposits.
- Announce the new hire to the rest of your staff. Include the new employee's name, position, responsibilities, and start date.
- Send a welcome email to the employee with details for their first day. Details might include where to park, what to bring, and a tentative schedule.
- Prepare their workstation. This includes office equipment, an employee handbook, and their agenda for the day.

On the employee's first day

- Arrange to have the employee greeted at the door and escorted to their workstation.
- Introduce the new employee to your team members. Present a warm welcome with lunch, happy hour, or another team activity.
- Conduct a tour of your facility or workplace.
- Host a new hire orientation to explain your business's mission, vision, and goals.
- Share information about your products, services, and customers.
- Review the employee handbook. Discuss company policies and procedures.
- Complete any remaining HR paperwork.
- Share their logins and provide information about how to use the phones, time clock, and other equipment or software they'll need.
- Schedule an end-of-day check-in. Review the employee's responsibilities, expectations, and schedule. Answer any remaining questions they might have.





During the employee's first week

- Provide on-the-job training for all responsibilities of their new role.
- Complete their benefits enrollment paperwork.
- Continue training about company policies and procedures.
- Set up a job shadow with an existing team member.
- Schedule daily lunches or activities with different groups or teams.
- Check in with the employee at the end of each day to answer questions and gather feedback.

Within the first month

- Schedule one-on-one conversations to discuss progress, goals, challenges, and feedback.
- Continue with role-specific training.
- Continue their work with a mentor or job shadowing.

Within the first 90 days

- Schedule several one-on-one conversations to discuss progress, goals, challenges, and feedback.
- Schedule a team activity to promote connection and collaboration with the new team member.

After 90 days

- Review company policies and procedures on an ongoing basis.
- Set up a monthly, quarterly, and yearly review process.
- Schedule ongoing team activities to keep your company culture and team connections strong.

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