Employee Onboarding Checklist

Onboarding Task	Completed By Whom & When
1. Pre-boarding	
• Send a warm welcome email. Include start date, time, and location. Explain any parking or access arrangements and the dress code. Include links to required reading & background information so that the recruit can begin the onboarding process • Advise the team about the new employee's start date • Set up meet-and-greets with the team and key collaborators • Identify a co-worker to be the hire's buddy – their go-to person in the workplace • Select a workstation & order desk supplies and equipment, including mobile phone & business cards • Put together a welcome package with branded pens, mugs, or t-shirts • Create online accounts & provide access to any tools they may need • Order security cards or keys • Prepare all HR-related documents, including payroll, employee handbook, tax forms, etc. • Devise a preliminary timetable for the employee's first week • Consider arranging a pre-employment visit, so the worker can meet new colleagues informally and without the first day pressures	
2. First Day	
• Greet the recruit at the door • Introduce them to their buddy and team • Take a tour of the workplace, including bathrooms, kitchens, elevators, meeting rooms, etc. • Show the employee their workstation and ensure all supplies and tools are set up • Introduce the new staff member to company systems, such as the intranet, enterprise apps, phones, etc. • Complete all paperwork such as logging on to the network and intranet, bank details, tax forms, HR forms, etc. • Advise new hire of company history and introduce company mission, vision, and values • Explain relevant policies, for example, safety and health requirements • Describe compensation and employee benefits packages • Discuss how the employee's job contributes to the bigger picture • Arrange any new hire training • Set up a welcome lunch with the hire's buddy and teammates • Give the employee some downtime to familiarize themselves with systems and processes • Check in with the worker at the end of the day to see how things went	

3.	**First Week**	
	• Introduce the worker to the whole organization with a shoutout on team chat • Set up a meeting to discuss expectations & short-term goals for the employee • Give the employee some initial tasks to complete • Review and provide quick feedback on performance • Ensure the worker understands what's required and how business workflows impact their role • Introduce the employee to other key personnel both internally and externally if appropriate • Confirm all meet and greets have taken place • Check all equipment and tools are working and answer any queries • Plan additional professional development if needed • Encourage networking and social interaction with the team through shared lunches or coffees • Check-in each day to ensure the new worker is settling in and resolve any issues	
4.	**First 90 Days**	
	• Regularly monitor the employee's job performance • Provide timely constructive feedback • Schedule regular one-on-one meetings • Set assignments and goals for the next three months • Ask for feedback on how things are going and how good a job you're doing in supporting them • Invite suggestions on improvements to the onboarding process • Acknowledge the employee's successes and provide positive encouragement • Check employee is on track with training • Set up additional job-specific training if required • Monitor how well the buddy has performed and how effective the arrangement has been, make any changes if necessary • Hold a formal 90-day review meeting and discuss the end of the worker's probationary period	
5.	**End Of The First Year**	

	• Formally review the employee's performance
	• Discuss what's been achieved, what aspects they are still working on, and areas for improvement
	• Identify any gaps in tools, resources, or equipment
	• Set new projects and goals for the coming year
	• Assign extra duties if the worker is ready
	• Discuss career progression and any ongoing training and professional development needs
	• Seek feedback on the success of the onboarding program, including:
	   o How well it met the needs of the employee
	   o What aspects of the program did not work well
	   o How you could improve company onboarding	