[EMPLOYER NAME]

EMPLOYEE ONBOARDING CHECKLIST

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| **EMPLOYEE INFORMATION** |

**Employee Name**: [EMPLOYEE NAME] **Title/Department**: [JOB TITLE/DEPT.]

**Phone Number**: [PHONE #] **Employee Email**: [EMAIL ADDRESS]

**First Day of Work**: [MM/DD/YYYY]

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| **PRE-BOARDING** |

**Employee Details**: **Paperwork**:

|  |  |
| --- | --- |
| -Signed job acceptance  - Confirm start date  -Send welcome email | - Tax forms (W-4 or W-9)  - Legal documents (I-9, NDA, etc)  - Employment contract |

**Devices and Equipment**: **Logins and Accounts**

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| --- | --- | --- |
| -Computer, phone  -Set up workspace  -Job specific devices  Notes: [PRE-BOARDING NOTES] | - Email  - Relevant company accounts  - Add employee to email lists | |
| **FIRST DAY ORIENTATION** | |

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| --- | --- |
| -Provide credentials  -Give office/building tour  -Introduce employee to team  -Select and introduce peer mentor  -Discuss role/responsibilities  -Discuss training plan  -Complete new hire paperwork  Notes: [FIRST DAY NOTES] | - Review company policies  - Discuss benefits/insurance  - Provide account information  - Schedule relevant meetings  - Ask for onboarding feedback  - Schedule check-in plan |

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| **SIGNATURE** |

By signing this form, you confirm that this onboarding checklist has been completed and that the appropriate steps have been taken to bring the new employee on board.

**Signature**: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Title: [ONBOARDER NAME AND TITLE]