[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]

|  |
| --- |
| **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**

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

|  |  |
| --- | --- |
| [ ] -Provide credentials[ ] -Give office/building tour[ ] -Introduce employee to team[ ] -Select and introduce peer mentor[ ] -Discuss role/responsibilities[ ] -Discuss training plan [ ] -Complete new hire paperworkNotes: [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]