Employee Orientation & Onboarding Checklist

✔ BEFORE DAY ONE

- ☐ Send offer letter and get signed acceptance
- ☐ Confirm background check and references
- ☐ Set up email, phone, and system access
- ☐ Send welcome email with first day details

✔ ORIENTATION (Day 1 – Week 1)

- ☐ Welcome and introductions to team members and leadership
- ☐ Overview of company history, mission, vision, and values
- ☐ Tour of the workplace (physical or virtual)
- ☐ Review of company policies and employee handbook
- ☐ Explanation of work hours, breaks, attendance, and payroll
- ☐ Safety protocols and emergency procedures
- ☐ Review of organizational structure and department roles
- ☐ IT setup: computer, email, software, passwords
- ☐ Distribution of ID badge/access cards (if applicable)
- ☐ Completion of required HR forms (W-4, I-9, direct deposit, etc.)
- ☐ Benefits overview (healthcare, PTO, holidays, etc.)
- ☐ Code of conduct and confidentiality agreement review
- ☐ Introduction to employee assistance programs and wellness resources
- ☐ Initial Q&A session for new hire

✔ ONBOARDING (Week 1 – 90 Days)

- ☐ Assignment of mentor or onboarding buddy
- ☐ Introduction to job-specific tools, systems, and procedures
- ☐ Initial job training sessions and shadowing opportunities
- ☐ Assignment of first project or job tasks
- ☐ Set performance goals and expectations with supervisor
- ☐ Schedule regular check-ins with manager (e.g., 30/60/90-day reviews)
- ☐ Review of communication norms (meetings, feedback, escalation)
- ☐ Team-building or social opportunities with peers

- ☐ Progress check on benefits enrollment and HR documentation
- ☐ Ongoing safety and compliance training (if applicable)
- ☐ Opportunities for feedback from the new hire
- ☐ Discussion of growth, development, and career path
- ☐ Final onboarding evaluation and documentation of completion