

# Employee Onboarding Checklist

Ensure new team members have a smooth, welcoming, and productive onboarding experience.

## Before Day 1

### HR & Administration:

- Offer letter signed and returned
- Background check completed
- Employment contract prepared
- Email account created
- Slack/communication tools set up
- Equipment ordered (laptop, monitor, etc.)
- Desk/workspace assigned
- Badge/security access arranged

### Team Preparation:

- Team notified of new hire
- Buddy/mentor assigned
- Calendar invitations sent for first week
- Introduction message drafted
- Training resources prepared

## Day 1 - Welcome

### Morning:

- Warm welcome and office tour
- Introduce to immediate team
- Workspace setup assistance
- Equipment and access handover
- HR paperwork completion

### Afternoon:

- Lunch with buddy or team
- Company overview and values presentation
- Org structure and key stakeholders
- Product/service introduction
- Set up development environment

## Week 1 - Foundation

- Complete HR orientation sessions
- Review employee handbook
- Set goals and expectations with manager
- Introductory meetings with key stakeholders
- Access and review key documentation
- Begin training modules
- Attend team stand-ups/meetings
- First 1:1 with manager

## Month 1 - Ramp Up

### Weeks 2-3:

- Deep-dive into role-specific tools
- Shadow team members on key tasks
- Complete assigned training modules
- Begin handling simple tasks independently
- Attend cross-functional meetings
- Weekly check-ins with manager

### Week 4:

- Complete first small project/assignment
- 30-day review with manager
- Adjust goals based on first month experience
- Address questions and concerns
- Identify additional training needs

## Months 2-3 - Integration

- Take on increasing responsibility
- Contribute to team projects
- Participate in planning sessions
- 60-day and 90-day reviews
- Solicit feedback from team
- Set long-term development goals
- Full integration into team culture

## Ongoing Support

- bullet Bi-weekly 1:1s with manager
- bullet Quarterly performance reviews

- bullet Continuous learning opportunities
- bullet Career development planning