

Employee Onboarding Checklist

ORGANIZATIONAL

YES

NO

Ensure paperwork is complete

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Create an employee profile on your HR software

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Grant access to email and other work tools they'll require

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Prepare the employee's workstation

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Organize essential training

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Provide a schedule for their first day

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TECHNICAL

YES

NO

Outline job responsibilities

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Provide clear goals

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Run job-specific training

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Schedule weekly check-ins and coaching sessions

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SOCIAL

YES

NO

Announce the new employee

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Assign them a work buddy

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Schedule a welcome lunch

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Schedule meetings with key team members

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