

Employee Onboarding Checklist

A simple checklist to welcome a new hire and cover the essentials from before day one through the first month.

New hire	[Name]
Role	[Job title]
Start date	[YYYY-MM-DD]
Manager	[Name]
Onboarding buddy	[Name]

How to use this template

Replace the highlighted fields and tick each item as you complete it. Add or remove tasks to match your team, tools, and the role.

Important

This checklist is a general starting point, not legal or HR advice. Employment paperwork, right-to-work checks, and data-handling steps vary by country and employer. Confirm the required steps with a qualified adviser.

1. Before the first day

- ☐ Confirm start date, hours, and first-day details
- ☐ Prepare equipment, accounts, and access
- ☐ Share the plan for the first day and week
- ☐ Assign an onboarding buddy
- ☐ Add the new hire to relevant tools, calendars, and channels

2. First day

- ☐ Welcome and team introductions
- ☐ Office tour or remote-setup walkthrough
- ☐ Set up accounts, equipment, and time tracking
- ☐ Review the role, first-week goals, and who to ask for help
- ☐ Cover essential policies and where to find documents

3. First week

- ☐ Meet key colleagues and stakeholders
- ☐ Walk through core tools and workflows
- ☐ Complete required training and paperwork
- ☐ Agree first tasks and how work is tracked and reviewed
- ☐ Hold a check-in with the manager

4. First month

- ☐ Take on real work with support
- ☐ Review progress against first-month goals
- ☐ Gather feedback on onboarding and fix any gaps
- ☐ Confirm access, tools, and training are complete
- ☐ Set goals for the next quarter

Tips for a strong start

- Make the first day welcoming, not just administrative.
- Give the new hire one clear first task they can finish.
- Check in often in the first weeks and ask what is unclear.
- Set up time tracking and access early so nothing is missed.

Onboarding sign-off

New hire name and signature	
Manager name and signature	
Onboarding completed date	

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