New Employee Onboarding Checklist

Employee name _____ **Start date** _____

Job title _____ **Manager** _____

Department _____ **Onboarding buddy** _____

Before day one

Task	Owner	Due	Done
Send signed offer letter and start-date details	HR		☐
Run background check (if applicable, with written consent)	HR		☐
Send Form W-4 and state withholding form	HR		☐
Order equipment (laptop, phone, keys, badge)	Manager		☐
Create email and software accounts	IT		☐
Prepare workspace and welcome note	Manager		☐
Schedule first-week meetings and training	Manager		☐
Announce new hire to the team	Manager		☐

First day

Task	Owner	Due	Done
Complete Form I-9 Section 1 (on or before day one)	Employee		☐
Review documents for I-9 Section 2 (within 3 business days)	HR		☐
Collect direct deposit and emergency contact details	HR		☐
Office tour and introductions	Buddy		☐
Set up computer, logins and passwords	IT		☐
Review job description and first-week plan	Manager		☐
Team lunch or coffee	Manager		☐

First week

Task	Owner	Due	Done
Review employee handbook and sign acknowledgment	Employee		☐
Benefits enrollment information and deadlines	HR		☐
Required safety and harassment-prevention training	HR		☐
Role-specific tools and process training	Manager		☐
Agree 30-60-90 day goals	Manager		☐
End-of-week check-in	Manager		☐

First 90 days

Task	Owner	Due	Done

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Task	Owner	Due	Done
30-day check-in: what's working, what's unclear	Manager		☐
60-day check-in: progress on goals	Manager		☐
90-day review and feedback (both directions)	Manager		☐
Collect onboarding feedback from new hire	HR		☐