

EXAMPLE ONBOARDING CHECK LIST

Employee Name: _____ **Start Date:** _____

Pre-Start Activities		Notes
	Informed office	
	Ordered necessary supplies/equipment	
	Set-up work station, i.e. programs and tools	
	Created training plan	
	Assigned mentor	
	Assigned day-1 greeter	
	Sent congratulations note and welcome package	

First Day/Week		Notes
	Tour facility, virtual if possible	
	Overview of org-chart and office introductions	
	Review policies, expectations, communication channels, platforms, and training plan:	
	<ul style="list-style-type: none"> • Time-entry, work hours, overtime policy 	
	<ul style="list-style-type: none"> • Benefits and HR 	
	<ul style="list-style-type: none"> • Mandatory meetings 	
	<ul style="list-style-type: none"> • Other 	
	Schedule lunch (individual)	
	Complete paperwork	
	Set-up voicemail and Outlook signature	
	Distribute office keys, badge, and parking permit	
	Review key POCs, i.e., IT/Helpdesk, HR, benefits, training/development	
	Team lunch/happy hour (virtual)	

Ongoing		Notes
	Scheduled one on one's:	
	<ul style="list-style-type: none"> • Training and tasks progress 	
	<ul style="list-style-type: none"> • Questions and clarify expectations 	
	<ul style="list-style-type: none"> • Challenges or concerns 	
	<ul style="list-style-type: none"> • Performance feedback 	
	Reported time	