

Employee Onboarding Checklist

A complete onboarding program to guide a new hire from offer acceptance through their first 90 days.

Before the First Day

- ☐ Send a warm welcome email with start date, time, and location
- ☐ Complete background checks and collect signed offer paperwork
- ☐ Order equipment and create system accounts in advance
Ship gear early so it arrives before the start date.
- ☐ Prepare the workspace, badge, and parking or access details
- ☐ Share a first-week agenda so the new hire knows what to expect
- ☐ Assign an onboarding buddy and notify the team of the new arrival

Day One Welcome

- ☐ Greet the new hire and give a tour of the workspace
- ☐ Confirm equipment, logins, and access all work
- ☐ Review the day-one agenda and answer immediate questions
- ☐ Introduce the team, manager, and onboarding buddy
- ☐ Cover essential policies, safety, and where to get help
- ☐ Take the new hire to lunch or arrange a team welcome
A shared meal eases first-day nerves.

First Week Setup

- ☐ Walk through core tools and grant remaining system access
- ☐ Explain team workflows, meetings, and communication norms
- ☐ Set up recurring one-on-ones with the manager
- ☐ Assign a small starter task to build early momentum
- ☐ Schedule introductions with key cross-team partners
- ☐ Confirm benefits enrollment and answer payroll questions

First 30 Days

- ☐ Set clear role expectations and early goals together
- ☐ Assign first real projects with defined success criteria
- ☐ Provide role-specific training and reference materials
- ☐ Hold weekly check-ins to remove blockers and give feedback
- ☐ Introduce the new hire to company culture and values in practice
- ☐ Gather early feedback on the onboarding experience
Fix gaps before they become habits.

First 60 Days

- ☐ Review progress against the first goals and adjust as needed
- ☐ Expand responsibilities as confidence and skills grow
- ☐ Deepen relationships across the wider organization
- ☐ Identify any skill gaps and schedule targeted training
- ☐ Encourage the new hire to contribute ideas in meetings
- ☐ Check in on workload, balance, and overall fit

First 90 Days and Review

- ☐ Hold a 90-day review of accomplishments and growth areas
- ☐ Set goals for the next quarter with clear priorities
- ☐ Confirm the new hire understands their full role and impact
- ☐ Celebrate wins and recognize early contributions
- ☐ Collect final onboarding feedback to improve the program
- ☐ Transition the new hire fully into ongoing performance routines

Onboarding ends; regular coaching continues.