

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.