

Employee Onboarding Checklist Template

Task Name	Status	Start Date	Due Date	Assigned To	Flagged	Description
NEW EMPLOYEE RECRUITMENT	Not Started				Not Flagged	
New Employee Preparations	Not Started	11-05-2021	15-05-2021		Not Flagged	Make arrangements with colleagues and team members in preparation of a new employee arriving.

New Employee Paperwork	Not Started		29-05-2021		Not Flagged	Create a list of all the paperwork you'll need new employees to complete and help them get it done when they join.
Company Policies and Benefits	Not Started	22-06-2021	27-06-2021		Not Flagged	Outline company-wide policies, HR guidelines, values, how to work, benefits, events, communication, etc. Discuss anything critical they should know about your company e.g. formal policies, dress codes, recurring meetings, and so on.
EQUIPMENT AND SUPPLIES	Not Started				Not Flagged	

Work Station / Area	Not Started	29-05-2021	09-06-2021		Not Flagged	Depending on your industry and the new employee's role, human resources may need to provide a wide range of equipment and supplies. You should adjust this list as needed based on the requirements of the role.
Technology / Access	Not Started	06-06-2021	13-06-2021		Not Flagged	Outline IT requirements to arrange prior to your new employee starting. These are typical items required for working in an office environment and you should adjust this list as needed based on the requirements of the role.
EMPLOYEE ORIENTATION	Not Started				Not Flagged	
First Day Action Plan	Not Started	16-05-2021	18-05-2021		Flagged	Detail the key items to cover with HR, the reporting manager and the new employee for the first day.

Department Onboarding	Not Started	19-06-2021	21-06-2021		Not Flagged	Time with the reporting manager on the first day will help the new employee get a better understanding of the role and cover the tasks required for the first week. Also, give new employees a chance to meet their new colleagues and encourage them to meet the team early on.
IT Onboarding	Not Started		25-05-2021		Not Flagged	Detail the key IT onboarding tasks to guide the new employee to ensure they have the tools they need to perform their role. Some of these may require support from an IT contact. If the role is not office based, you may need to tailor the list to your own requirements.
Training / Development	Not Started	14-06-2021	16-06-2021		Flagged	Schedule any training and arrange for trainers, equipment, and space as necessary.

Further Introductions	Not Started	28-06-2021	30-06-2021		Not Flagged	Most roles require collaboration across teams, functions and also with external stakeholders. It is important that the new employee has these introductions to ensure they can build their network and start to contribute value in their role.
REVIEW MEETINGS	Not Started				Not Flagged	Schedule regular reviews with the new employee to ensure expectations are being met and they have the opportunity to provide feedback and ask questions.

Check-in / Review - First Week	Not Started		25-05-2021		Not Flagged	It is important to ensure that the new recruit is heard and their feedback on the onboarding mechanism is noted, so a suggestion to hold this as a scheduled meeting at the end of the first week (and regularly throughout their onboarding). This not only makes the employee feel like they have valid contributions to make and suggestions to add but also helps in tweaking the process for the next batch of recruits.
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