

New Hire Onboarding Checklist

Congratulations on your new hire! A smooth, seamless, and positive onboarding process is extremely important for employee retention and success. Our hiring and onboarding checklist acts as a guide, assuring that each task of this process is completed efficiently. The checklist is broken down into sections that outline in the order each task should be completed.

Talk to us about how we can help.



866.498.2656

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Make it Official

- Obtain signed Job Acceptance document.
- Confirm start date.
- Send a welcome email or letter to the new employee.

New Hire Paperwork

- Tax Forms (W-4, W-9, etc.)
- Employment Contract
- Employee Handbook or Orientation Materials
- Benefits Documents and Information
- A Copy of the Job Description

Tools for Success

- Computer
- Work Phone
- Company Vehicle
- Job-specific Tools

Ready to work.

- Set Up Workspace:
 - Office Supplies
 - Desk
 - Chair
- Set Up Accounts and Login Credentials
 - Email
 - WiFi
 - Time Clock System
 - Other Job-specific Software

Welcoming New Hires on Their First Day

- Greet them in person.
- Give them a tour of the headquarters, office building or work areas.
- Provide security badge or access.
- Introduce them to the team.
- Send out an email announcement about the new hire.
- Provide training documents.

Prepare for a Successful Orientation

- Complete any new remaining new hire paperwork.
- Give them an opportunity to ask questions about benefits and insurance plans.
- Review workplace safety policies.
- Provide an employee handbook.
- Assign them a mentor.
- Establish cadence for performance reviews.
- Let them know who to go to for additional questions.
- Give them contact info for HR, Internal Benefits, and IT.