

New employee onboarding checklist

Employee	_____	Role	_____
Start date	_____	Manager	_____
Buddy	_____		_____

Before day one

Task	Owner	Due	Done
Send offer letter, start date and first-day details	HR		
Prepare employment paperwork and tax/ID forms	HR		
Order laptop, phone and equipment	IT		
Create email, accounts and access permissions	IT		
Assign an onboarding buddy	Manager		
Prepare desk or ship equipment to a remote hire	Facilities		
Plan the first week's schedule	Manager		
Send welcome email with agenda	Manager		

Day one

Task	Owner	Due	Done
Welcome and team introductions	Manager		
Complete paperwork and benefits enrolment steps	New hire		
Set up laptop, passwords and security training	IT		
Tour of workplace or virtual tools	Buddy		
Review role, expectations and first-week plan	Manager		
Lunch or coffee with the team	Buddy		

First week

Task	Owner	Due	Done
Meet key colleagues and stakeholders	New hire		
Complete required compliance and safety training	New hire		
Shadow team processes	Buddy		
Agree 30-60-90 day goals	Manager		
First small task or quick win	New hire		

Task	Owner	Due	Done
End-of-week check-in	Manager		

First 30 days

Task	Owner	Due	Done
Weekly one-to-ones	Manager		
Learn core tools and systems	New hire		
Understand team goals and metrics	New hire		
30-day feedback conversation	Manager		
Onboarding survey	HR		

Days 31–60

Task	Owner	Due	Done
Take ownership of first project	New hire		
Build relationships across teams	New hire		
60-day progress review	Manager		

Days 61–90

Task	Owner	Due	Done
Work independently on core responsibilities	New hire		
Identify an improvement idea	New hire		
90-day review and next-quarter goals	Manager		
Close out probation or introductory period steps (if applicable)	HR		

Notes
