Employee Onboarding Checklist

Print one per new hire. Give every task an owner and a date before the first day. Cross out tasks that do not apply and write in the ones your role needs.

NEW EMPLOYEE

START DATE

ROLE

MANAGER

ONBOARDING COORDINATOR

DONE	TASK	OWNER	DUE
BEFORE DAY 1			
☐	Confirm role, location, schedule, and start plan		
☐	Assign an onboarding coordinator		
☐	Confirm which new-hire paperwork applies and send it		
☐	Send arrival details and the first-day agenda		
☐	Prepare equipment, workspace, and supplies		
☐	Request approved account and system access		
DAY 1			
☐	Welcome the employee and introduce key contacts		
☐	Review role expectations and the first-week plan		
☐	Check paperwork status with the responsible owner		
☐	Verify that approved access works		
FIRST WEEK			
☐	Walk through team processes and who to ask for help		
☐	Assign role-specific training with due dates		
☐	Resolve missing documents and access issues		
☐	Hold the first-week check-in		
DAYS 30, 60, AND 90			
☐	Day 30: review progress against first-month goals		
☐	Day 30: record next development actions and owners		
☐	Day 60: check training completion and open questions		
☐	Day 90: review the role and set goals for the next period		

NOTES AND OPEN ITEMS

Made with OdyHR, HR software for small practices. Try it free for 30 days at odyhr.app

General template, not legal advice. Adapt it to your policies and confirm requirements for your location with a qualified adviser.

EMPLOYEE ONBOARDING CHECKLIST (CONTINUED)

REVIEWED BY: PRINTED NAME	SIGNATURE	DATE

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