

# Onboarding Checklist

Name of Employee:

Department:

Task	Day 1	Week 1	Week 2	Week 3–4	Done
Welcome email sent	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Policies signed	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Team introductions	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
IT systems + logins set up	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Job role explained	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Training assigned		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
First feedback check-in			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
30-day review scheduled				<input checked="" type="checkbox"/>	

Tip: Add a column to personalise the checklist per employee.