



New Hire Onboarding Checklist

From a signed offer to a confident first 90 days.

BEFORE DAY ONE

- ☐ Signed offer letter and employment agreement on file
- ☐ Payroll and benefits enrollment submitted
- ☐ Workstation, equipment, and system access requested
- ☐ Welcome email sent with start-day logistics and what to expect

DAY ONE

- ☐ Welcome and organization overview
- ☐ Policies and employee handbook reviewed together
- ☐ Health and safety orientation completed
- ☐ Introductions to team and direct manager
- ☐ Role expectations and a first-90-days plan walked through

FIRST 30 / 60 / 90 DAYS

- ☐ Week-one check-in to catch early questions
- ☐ 30-day check-in on fit and early wins
- ☐ 60-day conversation on performance and support needed
- ☐ 90-day formal review and probation decision
- ☐ Feedback solicited on the onboarding experience itself