

New Hire Onboarding Checklist

A starting-point checklist for what a new employee's first week should actually cover.

Before Day 1

- ☐ Workstation, tools, and access accounts set up and tested
- ☐ Role guide / job description sent in advance
- ☐ First-week schedule shared with the new hire
- ☐ Manager has blocked time for a Day 1 welcome conversation
- ☐ Team notified of start date and role

Day 1

- ☐ Welcome conversation: role purpose, expectations, who's who
- ☐ Walkthrough of tools, systems, and where things live
- ☐ Safety / compliance basics covered (if applicable)
- ☐ Introduced to immediate team and key contacts
- ☐ First real task assigned, small and low-risk

Week 1

- ☐ Shadowing or paired work scheduled
- ☐ Daily or end-of-day check-in with manager
- ☐ Core systems login and basic proficiency confirmed
- ☐ Questions log started (a place to capture "didn't know that" moments)

Weeks 2–4

- ☐ Independent work begins on real tasks, with review
- ☐ First formal check-in: what's working, what's confusing
- ☐ Training gaps identified and addressed
- ☐ 30-day expectations reviewed together

Day 30

- ☐ Formal 30-day conversation: performance, fit, adjustments needed
- ☐ Update onboarding checklist based on what this hire's experience revealed