[Company name]

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

New Employee Onboarding Checklist

Making sure no onboarding step is missed: accounts, equipment, introductions, training, and first-week goals, all tracked in one place.

Before day one

✓	Check	Result (OK / N-A)	Notes
	Offer letter signed and filed.		
	Start date (**[Start date]**) and working hours confirmed in writing to **[New starter name]**.		
	IT accounts requested (email, network, HR system).		
	Desk, chair, and phone allocated.		
	Welcome email sent with arrival time, building entrance, dress code, and buddy (**[Buddy name]**).		
	First-week schedule drafted and shared with **[Manager name]** and **[Buddy name]**.		

Day one essentials

✓	Check	Result (OK / N-A)	Notes
	Met at reception at the agreed time.		
	ID badge and building access issued.		
	Office tour given, including fire exits and assembly point.		
	Right-to-work and bank-detail paperwork completed before lunch.		
	Payroll start date (**[Payroll start date]**) confirmed.		
	Introduced to team, manager, and buddy; lunch plan confirmed.		

Accounts and equipment

Test every login with the new starter present; do not leave them with an account that has never been signed into.

✓	Item	Issued	Working?
	Example: Laptop	Laptop, asset tag LT-118	Yes, tested at login

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✓	Item	Issued	Working?
	Example: Email and systems	Email, HR system, shared drives	Yes, passwords set
	Phone / headset	Desk phone ext. 214	Yes

Introductions and training

✓	Check	Result (OK / N-A)	Notes
	Mandatory training booked (health and safety, data protection, role-specific course) within the first two weeks.		
	Key policies walked through: hours, leave, expenses, who to ask for help.		
	Short meetings arranged with the teams worked with most in week one.		

First-week review

Field	Entry
Review date (day five)	
Equipment working?	
Access complete?	
First tasks understood?	
First-month goal 1	
First-month goal 2	
First-month goal 3	
Outstanding items, with owner and due date	

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Completion checklist

✓	Check
	Accounts, equipment, and badge were all working on day one.
	The day-five review happened and first-month goals are agreed.
	Outstanding items have owners and due dates, and this checklist is filed in the employee record.

Checked by [Name and role] - Date: [DD Month YYYY]

Document	New Employee Onboarding Checklist
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	2.0 (redesign wave 1)
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**