[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. 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 [ ] Offer letter signed and filed. **Result (OK / N-A):** _____

[ ] Start date ([Start date]) and working hours confirmed in writing to [New starter name]. **Result (OK / N-A):** _____

[ ] IT accounts requested (email, network, HR system). **Result (OK / N-A):** _____

[ ] Desk, chair, and phone allocated. **Result (OK / N-A):** _____

[ ] Welcome email sent with arrival time, building entrance, dress code, and buddy ([Buddy name]). **Result (OK / N-A):** _____

[ ] First-week schedule drafted and shared with [Manager name] and [Buddy name]. **Result (OK / N-A):** _____

Day one essentials [ ] Met at reception at the agreed time. **Result (OK / N-A):** _____

[ ] ID badge and building access issued. **Result (OK / N-A):** _____

[ ] Office tour given, including fire exits and assembly point. **Result (OK / N-A):** _____

[ ] Right-to-work and bank-detail paperwork completed before lunch. **Result (OK / N-A):** _____

[ ] Payroll start date ([Payroll start date]) confirmed. **Result (OK / N-A):** _____

[ ] Introduced to team, manager, and buddy; lunch plan confirmed. **Result (OK / N-A):** _____

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

✓	Item	Issued	Working?
	Example: Laptop	Laptop, asset tag LT-118	Yes, tested at login
	Example: Email and systems	Email, HR system, shared drives	Yes, passwords set
	Phone / headset	Desk phone ext. 214	Yes

[ ] Mandatory training booked (health and safety, data protection, role-specific course) within the first two weeks. **Result (OK / N-A):** _____

[ ] Key policies walked through: hours, leave, expenses, who to ask for help. **Result (OK / N-A):** _____

[ ] Short meetings arranged with the teams worked with most in week one. **Result (OK / N-A):** _____

First-week review 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:** _____ **Completion checklist [ ]** 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: _____

Owner: _____ **Version: 2.0 (redesign wave 1)**

Date: _____ **Review date:** _____