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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.	OK	
✓	Start date (**9 November 2026**) and working hours confirmed in writing to **Aisha Bello**.	OK	
✓	IT accounts requested (email, network, HR system).	OK	
✓	Desk, chair, and phone allocated.	OK	
✓	Welcome email sent with arrival time, building entrance, dress code, and buddy (**Emma Clarke**).	OK	
✓	First-week schedule drafted and shared with **David Okafor** and **Emma Clarke**.	OK	

Day one essentials

✓	Check	Result (OK / N-A)	Notes
✓	Met at reception at the agreed time.	OK	
✓	ID badge and building access issued.	OK	
✓	Office tour given, including fire exits and assembly point.	OK	
✓	Right-to-work and bank-detail paperwork completed before lunch.	OK	
✓	Payroll start date (**9 November 2026**) confirmed.	OK	
✓	Introduced to team, manager, and buddy; lunch plan confirmed.	OK	

Accounts and equipment

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

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✓	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
	Monitor 24in	Monitor, asset tag MN-042	Yes
	Desk chair	Ergonomic chair, asset tag CH-118	Yes
	Access card	Building access card, issued at reception	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.	OK	
✓	Key policies walked through: hours, leave, expenses, who to ask for help.	OK	
✓	Short meetings arranged with the teams worked with most in week one.	OK	

First-week review

Field	Entry
Review date (day five)	13 November 2026
Equipment working?	Yes - laptop, phone and access all tested
Access complete?	Yes - email, HR system and shared drives
First tasks understood?	Yes - briefed by the manager on 9 November
First-month goal 1	Complete product training by 20 November 2026

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Field	Entry
First-month goal 2	Shadow three client calls in week two
First-month goal 3	Draft first client summary by 27 November 2026
Outstanding items, with owner and due date	None - all day-one items complete

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 **Laura Bennett, HR Manager** **- Date:** **9 November 2026**

Document	New Employee Onboarding Checklist
Prepared by	**Laura Bennett, HR Manager**
Owner	**David Okafor, Operations Manager**
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