New Hire Onboarding Checklist

#### **New hire documentation**

* Accepted and signed job offer/job description
* I-9
* W-4
* State and local withholding forms
* Direct Deposit form
* Permission to conduct background check
* Emergency contact information
* Insurance paperwork
* Employment contract
* Compensation and benefits package

#### **Guides and policies**

* Employee handbook acknowledgment
* Job description
* Safety procedures/manuals
* Security rules and policies

#### **Accounts, devices, and equipment**

* Setup company email
* Provide time clock access
* Secure work uniforms
* Setup credentials or access to necessary software tools such as HCM systems and project management software
* Add new hires to relevant work chats or email distribution lists
* Issue work phone, tablet, or computer
* Assign workstation/workspace

#### **First day**

* Team introduction
* Workplace tour
* Give welcome kit/company swag bag
* Finalize other administrative paperwork, if any.

#### **Orientation**

* Run through paperwork and make sure they’re complete
* Briefly go through job roles, benefits, and insurance plans
* Go over essential points in the handbook. Inform them where they can find a copy.
* Discuss important company policies briefly.
* Assign a mentor or onboarding buddy.