



Employee onboarding checklist

This new employee onboarding checklist can help you onboard your hires like a pro!

The goal of a well-executed onboarding process is to make your new hires feel at home quickly so they can soon become productive employees. This checklist will help ensure that your new employees are fully prepared for their roles from day one. We've prepared a couple of onboarding templates you can use to prepare an amazing onboarding experience.

#1 Preboarding stage

- a welcome letter from the CEO or management team
- an overview of the company and its culture
- a copy of the employee handbook
- the job description and expectations
- a list of contacts
- details of the onboarding process
- info about the dress code, code of conduct, working hours, or any other relevant company policies and company culture guidelines
- welcome pack

#2 Setting up the paperwork

- drafts and final version of contract
- direct deposit form
- complete benefits enrollment
- employee handbook
- tax forms

#3 Preparing an employee file

- copy of job application
- copy of resume
- copy of employment contract
- tax and documents submitted by the employee
- list of references
- a list of other required documents
- emergency contact information
- background check records
- resignation letter or notice - after offboarding

#4 Announcing the new hire internally

- a welcome email from HR
- an announcement from their manager
- a welcome note from their team
- all crucial info about the hire

#5 Assigning a mentor or buddy

- a list of potential mentors or buddies
- an introductory email
- a one-on-one meeting between the new hire and their mentor or buddy
- a list of onboarding tasks for mentors or buddies

#6 Providing devices and access to necessary tools

- [a laptop or desktop computer](#)
- a company email address
- access to any necessary software
- a list of other necessary tools
- FAQ and instructions on how to set up devices or tools
- a list of passwords for devices and tools

#7 Introducing them to peers

- a list of people they will be meeting
- an email introduction
- a meeting schedule
- a welcome social lunch or coffee dates
- an introduction from their manager

- a tour of the office
- a plan for their first week with peers

#8 Setting up daily/weekly 1:1s for checking up on progress

- a list of topics to discuss
- a schedule
- an agenda for each check-in
- a list of questions to ask
- instructions and good practices
- a list of post-onboarding materials to prepare for both parties
- onboarding survey for employees

#9 Setting goals for the first 30/60/90 days in the role

- a list of goals for the first 30/60/90 days
- a timeline for each goal
- instructions for each goal
- a list of onboarding resources

#10 Evaluation and feedback

- a performance review
- a list of feedback
- a plan for future development
- a written evaluation
- a meeting to discuss the evaluation
- a phone call to check in
- an employee feedback form or onboarding survey

There is a lot that goes into onboarding a new hire. Creating an employee onboarding checklist can help make the process smoother and more efficient.

With employee onboarding tools like Sloneek, you can easily create and manage an effective onboarding program so that you can focus on what's important - making your new hires feel at home.

[Try Sloneek for free today](#)



Notes

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