# Employee Onboarding Checklist

**Purpose:** This document serves as a comprehensive checklist to help the Human Resources (HR) department ensure that all necessary steps are taken when onboarding a new employee. It covers pre-arrival preparations, first-day procedures, and follow-up during the first weeks of employment.

## New Hire Information

* **Full Name:** {fullName}
* **Start Date:** {startDate}
* **Position:** {position}
* **Department:** {department}
* **Manager:** {manager}

## Pre-Arrival Checklist

{#preArrivalTasks}

* **{task}:** {description}

{/preArrivalTasks}

## First Day Checklist

{#firstDayTasks}

* **{task}:** {description}

{/firstDayTasks}

## First Week Checklist

{#firstWeekTasks}

* **{task}:** {description}

{/firstWeekTasks}

## 30-60-90 Day Follow-up

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Task** | **Status** |
| {#followUpTasks}{milestone} | {task} | {status}{/followUpTasks} |

## Equipment & Access

{#equipment}

* {item}

{/equipment}

## Orientation Schedule

|  |  |  |
| --- | --- | --- |
| **Date** | **Topic** | **Facilitator** |
| {#orientationSchedule}{date} | {topic} | {facilitator}{/orientationSchedule} |

## Additional Notes

{additionalNotes}