# New Hire Checklist

*Purpose: This checklist is designed to help Human Resources and the hiring manager ensure that all necessary administrative steps and onboarding tasks are completed for new employees. It's a centralized place to track progress during the new hire process.*

## New Hire Information

* **Full Name:** {fullName}
* **Job Title:** {jobTitle}
* **Start Date:** {startDate}
* **Department:** {department}
* **Manager:** {managerName}

## Pre-Hire Tasks

{#preHireTasks}

* {task}

{/preHireTasks}

## First Day Tasks

{#firstDayTasks}

* {task}

{/firstDayTasks}

## First Week Tasks

{#firstWeekTasks}

* {task}

{/firstWeekTasks}

## IT Setup

|  |  |
| --- | --- |
| **Equipment** | **Status** |
| {#equipment}{item} | {status}{/equipment} |

## HR Documentation

|  |  |
| --- | --- |
| **Document Name** | **Completed** |
| {#hrDocs}{docName} | {isCompleted}{/hrDocs} |

## Additional Notes

{notes}