# New Employee Onboarding Plan

|  |  |
| --- | --- |
| Employee name:  | Hire date:  |
| Manager name:  | Onboarding date:  |
| HR manager: | Date of receipt: |

## Prior to the arrival of the new employee

|  |  |  |  |
| --- | --- | --- | --- |
| Task | ☑ | **Overseen by** | **Date** |
| Confirm day and time of arrival with new employee | ☐ |  |  |
| Request necessary access rights for new employee | ☐ |  |  |
| Prepare new employee workstation | ☐ |  |  |
| Inform team members of new employee arrival | ☐ |  |  |
| Prepare contract | ☐ |  |  |
| Plan schedule for the first day | ☐ |  |  |
| Prepare tasks to do on the first day | ☐ |  |  |
| Designate a mentor or a colleague to support the new employee | ☐ |  |  |
| Prepare welcome gift if applicable | ☐ |  |  |

**Notes:**

## On the day of the arrival of the employee

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | ☑ | **Overseen by** | **Date** |
| Tour workplace | ☐ |  |  |
| Sign contract of employment | ☐ |  |  |
| Fill out personal employee information form | ☐ |  |  |
| Fill out direct deposit enrollment form | ☐ |  |  |
| Review company policies and code of ethics | ☐ |  |  |
| Review company rules and operations | ☐ |  |  |
| Introduce the development program and training, if applicable | ☐ |  |  |
| Present the employee’s tasks and responsibilities | ☐ |  |  |

**Notes:**

## Onboarding

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | ☑ | **Overseen by** | **Date** |
| Issue access card | ☐ |  |  |
| **Issue access codes and work tools:**  | ☐ |  |  |
| Computer ☐ | Email ☐ | Portal ☐ | Telephone ☐ |
| **Hand out of the uniform, if applicable:** | ☐ |  |  |
| Shirt☐ | Pants ☐ | Accessories ☐ |  |  |
| Present company vision, mission, and values | ☐ |  |  |
| Tour new employee’s work department | ☐ |  |  |
| Introduce new employee to teammates and colleagues | ☐ |  |  |
| **Meet with manager to:** * Review company organizational structure
* Identify key resource people
* Review team objectives
* Establish personal objectives
* Review performance evaluation process
 | ☐ |  |  |
| Feedback on the first day of the new employee | ☐ |  |  |

**Notes:**

Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HR manager signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form should be completed in full and sent to human resources no later than fourteen days after the new employee’s first day of work.

