# Onboarding Process for New Hires

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

## Prior to the arrival of the new employee

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

**Notes**

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## On the day of the arrival of the employee

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| **Task** | ☑ | **Overseen by** | **Date** |
| Tour workplace | ☐ |  |  |
| Sign contract of employment | ☐ |  |  |
| Fill out employee personal 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 | ☐ |  |  |
| Cover the tasks and responsibilities of the employee | ☐ |  |  |

**Notes**

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## Onboarding

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| **Task** | ☑ | **Overseen by** | **Date** |
| Issue access card | ☐ |  |  |
| **Issue access codes and work tools:** | ☐ |  |  |
| Computer ☐ | Email ☐ | Portal ☐ | Telephone ☐ |
| **Provide the work uniform, if applicable:** | ☐ |  |  |
| Shirt☐ | Pants ☐ | Accessories ☐ |  |  |
| Introduce company vision, mission, and values | ☐ |  |  |
| Tour the workspace/department of the new employee | ☐ |  |  |
| Organize team-building activity (lunch or break with the team) | ☐ |  |  |
| 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
 | ☐ |  |  |
| Organize meeting with the mentor | ☐ |  |  |
| Gather feedback about the first day of the new employee | ☐ |  |  |
| Plan 1:1 with the new employee (after 1 week, then 1 month) | ☐ |  |  |

**Notes**

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| **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 first day of work of the new employee.

