# 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.

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