**New Hire Onboarding Checklist**

**Employee Information:**

* Obtain the employee's full name, contact information, and emergency contact details.
* Collect necessary documentation (e.g., identification, work permits, tax forms).
* Provide employee handbooks and review key policies and procedures.

**Preparation for Arrival:**

* Set up workstations (desk, computer, phone, etc.).
* Ensure necessary software and tools are installed and ready.
* Order any required equipment or supplies.
* Notify relevant team members about the new hire's start date and role.

**Day 1: Orientation**

* Welcome the new hires and introduce them to the team.
* Provide an office tour, including facilities and key areas.
* Review company culture, mission, and values.
* Provide an overview of the organizational structure and key departments.
* Review employee benefits and perks.
* Schedule meetings with key stakeholders.
* Assign a mentor or buddy for support and guidance.

**First Week: Training and Integration**

* Provide training on company systems, processes, and tools.
* Review job responsibilities and expectations.
* Set up introductory meetings with team members and cross-functional partners.
* Assign initial tasks or projects to get familiar with the role.
* Schedule check-in meetings with the manager to provide feedback and address questions or concerns.
* Encourage participation in team meetings and activities.

**First Month: Ongoing Support**

* Monitor progress and provide ongoing feedback.
* Review performance expectations and goals.
* Arrange training sessions for any specific skills or knowledge gaps.
* Schedule regular one-on-one meetings with the manager to discuss progress and development.
* Encourage participation in company events and initiatives.
* Solicit feedback from the new hires regarding their onboarding experience.

**After 90 Days: Review and Next Steps**

* Conduct a formal performance review.
* Discuss long-term goals and career development opportunities.
* Review and update job responsibilities and objectives if necessary.
* Provide guidance on the next steps and continued integration into the team and organization.
* Celebrate milestones and achievements.

**Additional Resources:**

* Provide access to employee support resources (e.g., HR, IT helpdesk).
* Share relevant documentation or training materials for reference.
* Encourage participation in ongoing professional development opportunities.