

ONBOARDING MANAGER CHECKLIST

Employee Name: _____

Start Date: _____

Department: _____

Mentor/Buddy: _____

Phase 1: Pre-Arrival (Week Prior)

DONE	TASK DESCRIPTION	DUE DATE
	Confirm hardware, software, and desk setup	____/____
	Send "Welcome & First Day Schedule" email	____/____
	Assign a peer buddy/mentor	____/____

Phase 2: Day One (Integration)

DONE	TASK DESCRIPTION	NOTES
	Office tour and team introductions	
	Review role expectations and 30-day goals	
	Scheduled welcome lunch with the team	

Phase 3: Month One (Alignment)

DONE	TASK DESCRIPTION	COMPLETION
	Week 1 Check-in: Tools and access review	____/____
	Week 2 Check-in: Project workflow training	____/____
	Day 30 Review: Cultural fit and feedback	____/____

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