

# NEW HIRE INTEGRATION CHECKLIST

Employee Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

Department: \_\_\_\_\_

Mentor/Buddy: \_\_\_\_\_

## Phase 1: Pre-Arrival & Day One

IT hardware setup and software access credentials verified

Welcome email sent with first-day schedule

Office tour and introductions to immediate team

Review of company mission, values, and culture

## Phase 2: Week One Integration

Deep dive into role responsibilities and KPIs

Internal tools and workflow training session

1-on-1 meeting with Department Head

First lunch with "Onboarding Buddy"

## Phase 3: First 30-90 Days

30-day performance and cultural fit check-in

Completion of mandatory compliance/safety training

Assignment of first independent project

90-day full integration review and feedback

Additional Manager Notes: