

ONBOARDING CHECKLIST

New Employee Integration Process

Form ID: HR-OB-2024

Employee Name: _____

Department: _____

Start Date: _____

Mentor/Buddy: _____

Phase 1: Pre-Arrival & IT Setup

Hardware procurement (Laptop, Phone, Peripherals)

Day -7

Account creation (Email, Slack, VPN, SSO)

Day -5

Welcome package & swag sent to address

Day -3

Phase 2: Day One Orientation

HR Documentation & Tax forms signature

10:00 AM

Office tour & Security badge issuance

11:30 AM

Team lunch with Manager and Mentor

12:30 PM

Phase 3: Week One Integration

Company culture & Values presentation

Day 3

Role-specific software & tools training

Day 4

First 1-on-1 check-in with Department Head

Day 5

Phase 4: First 30-60-90 Days

Set performance goals and KPIs

Day 30

Mid-probation progress review

Day 60

Onboarding completion survey & Feedback

Day 90

Manager Signature: _____ Date: _____