

# EMPLOYEE ONBOARDING

Lifecycle Process Checklist

Form Ref: HR-ONB-001

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

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

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

Manager/Mentor: \_\_\_\_\_

## PHASE 1: PRE-ARRIVAL (ADMIN & IT)

Signed offer letter & contract filed

Date: //

Hardware procurement (Laptop, Phone, Badge)

Date: //

Account creation (Email, Slack, VPN, CRM)

Date: //

## PHASE 2: FIRST DAY (INTEGRATION)

Office tour & health/safety briefing

Date: //

Team introductions & Welcome lunch

Date: //

Initial 1:1 with direct supervisor

Date: //

## PHASE 3: FIRST WEEK (TRAINING)

Company vision, culture & values session

Date: //

Software & workflow specific training

Date: //

Benefit enrollment completion

Date: //

## PHASE 4: 30/60/90 DAY REVIEW

30-Day: Initial feedback & goal adjustment

Date: //

60-Day: Independent project milestone

Date: //

90-Day: Probation completion & performance review

Date: //

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_