

Print Checklist

# STAFF ONBOARDING CHECKLIST

HR Form #104-B

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

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

Position/Role: \_\_\_\_\_

Supervisor: \_\_\_\_\_

## Phase 1: Pre-Arrival & IT Setup

№	TASK DESCRIPTION	ASSIGNED TO	DATE
	Finalize employment contract and background check	HR Dept	
	Create email account and system credentials	IT Support	
	Prepare workstation, hardware, and office supplies	Operations	

## Phase 2: First Day Orientation

№	TASK DESCRIPTION	ASSIGNED TO	DATE
	Office tour and team introductions	Supervisor	
	Review company handbook and safety protocols	HR Dept	
	Direct deposit and tax document completion	Finance	

## Phase 3: Integration & Training (Week 1)

№	TASK DESCRIPTION	ASSIGNED TO	DATE
	Software-specific tools training session	Training Lead	
	Assign first independent project or task	Supervisor	
	Schedule Week 1 performance check-in	Manager	

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

**Completion Date:** \_\_\_\_\_