New Hire Checklist

Employee Information

Name		Start Date	
Position		Manager	

Before Employee's First Day

- ☐ Submit a job requisition form
- ☐ Complete all new hire documents
- ☐ Complete a background check
- ☐ Communicate first-day instructions
- ☐ Set up employee computer, software, and account access
- ☐ Create an onboarding packet

On Employee's First Day

- ☐ Tour of facility
- ☐ Introduce the new hire to the team
- ☐ Provide employee handbook and clearly state job responsibilities
- ☐ Discuss performance tracking
- ☐ Share information on benefits
- ☐ Prepare them for training

Employee's First Year of Employment

- ☐ First-week check (Clearly restate expectations and goals)
- ☐ One month check (Ensure new hire is happy and engaged)
- ☐ Three to six-month check (Review performance objectives & adjust goals)
- ☐ First-year check (Formal performance review & recognize achievements)