

Employee Onboarding Checklist with Orientation Agenda

An **employee onboarding checklist** with an orientation agenda ensures a smooth and organized introduction for new hires. It outlines essential tasks and schedules to help employees integrate quickly and effectively into the company culture. This structured approach boosts productivity and engagement from day one.

Onboarding Checklist

1. Send offer letter and welcome email
2. Collect completed HR forms and required documents
3. Set up employee workstation and IT access
4. Prepare orientation materials and employee handbook
5. Assign mentor or onboarding buddy
6. Schedule introductory meeting with manager and team
7. Enroll in payroll and benefits programs
8. Provide office tour and review workplace policies
9. Review job expectations and performance goals
10. Confirm completion of compliance training (e.g., safety, anti-harassment)

Orientation Agenda

Time	Activity	Description
09:00 - 09:15	Welcome & Introductions	Meet HR and fellow new hires; overview of the orientation day.
09:15 - 10:00	Company Overview	Learn about the company's mission, history, values, and organizational structure.
10:00 - 10:30	HR Policies & Benefits	Overview of HR procedures, compensation, benefits, and important policies.
10:30 - 10:45	Break	Refreshments and informal networking.
10:45 - 11:30	Workplace Tour	Tour of the office and key departments, introductions to key personnel.
11:30 - 12:00	IT Setup & Security Training	Setup workstations, email, access rights, and IT security best practices.
12:00 - 13:00	Lunch with Team	Team lunch to foster relationships and discuss team culture.
13:00 - 14:00	Job-Specific Training	Review job duties, performance expectations, and immediate next steps.
14:00 - 14:30	Q&A and Wrap-Up	Open floor for questions and summary of next steps.