New Employee Onboarding Checklist Before First Day

Ensure a smooth transition with a **new employee onboarding checklist** to complete all essential tasks before the first day. This checklist includes preparing paperwork, setting up workstations, and scheduling orientation sessions. Proper onboarding fosters employee engagement and productivity from day one.

Checklist

- Prepare and complete all employment paperwork
- Set up employee workstation with necessary equipment
- Order access cards, keys, or badges
- Create login credentials for email and internal systems
- Schedule orientation and training sessions
- Prepare welcome packet and company handbook
- Introduce new hire via company communication (newsletter, Slack, etc.)
- Ensure IT support is available on first day
- Assign a mentor or onboarding buddy
- Communicate first day arrival time and meeting point