

Human Resources Employee Onboarding Checklist PDF

Streamline your hiring process with our **Human Resources Employee Onboarding Checklist PDF**, designed to ensure a smooth transition for new hires. This comprehensive checklist covers all essential steps from paperwork to training, helping HR teams stay organized and efficient. Download the PDF to enhance your onboarding experience and promote employee engagement from day one.

Sample Checklist Overview

- Pre-Onboarding Preparation
 - Send offer letter and contract
 - Prepare workstation and equipment
 - Set up email and system access
 - Assign onboarding buddy or mentor
- First Day Activities
 - Welcome introduction and office tour
 - Collect completed forms and IDs
 - Review company culture, mission, and values
 - Distribute employee handbook
- Training and Orientation
 - Schedule HR policies and compliance trainings
 - Introduce to team and schedule meet-and-greets
 - Set up initial job-specific training
 - Establish 30/60/90 day performance goals
- Follow-up and Feedback
 - Weekly check-ins for first month
 - Gather employee feedback
 - Address questions and concerns
 - Finalize onboarding with HR review

[Download the Human Resources Employee Onboarding Checklist PDF](#)