

HR Form for New Employees

New Hire Information

Employee Full Name: _____

Job Title: _____

Date of Joining: _____

Department: _____

Onboarding Checklist

- Completed Employee Handbook Review
- Filled Out Tax Forms
- Health Insurance Enrollment Completed
- Payroll Information Submitted
- Workstation Setup Completed
- Assigned Mentor: _____
- Scheduled Orientation Date: _____

Training Schedule

Week 1: _____

Week 2: _____

Week 3: _____

Employee Declaration

By signing below, I acknowledge that all the above steps have been completed to my satisfaction.

Signature: _____ Date: _____