**New Employee Onboarding Checklist Template**

### **Employee Information**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **Pre-Employment Requirements**

* **Offer Letter Signed – Ensure the new hire has signed and returned the official offer letter.**
* **Background Check Completed – Verify that the background screening process is successfully completed.**
* **Employment Contract Signed – Confirm the employment contract is reviewed and signed.**
* **Certifications Submitted – Collect necessary qualifications or certifications required for the role.**
* **Emergency Contact Provided – Ensure emergency contact details are submitted.**

| **Task** | **Completion Status (☑)** | **Date Completed** |
| --- | --- | --- |
| **Offer Letter Signed** | **☐ Yes ☐ No** |  |
| **Background Check** | **☐ Yes ☐ No** |  |
| **Contract Signed** | **☐ Yes ☐ No** |  |
| **Certifications Submitted** | **☐ Yes ☐ No** |  |
| **Emergency Contact Provided** | **☐ Yes ☐ No** |  |

**☐ Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
☐ HR Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**