**Employee Onboarding Program Checklist Form**

### **Employee Identification**

**Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **Onboarding Tasks**

* **Welcome Email Sent – Send an introduction email with necessary onboarding details.**
* **Office & IT Equipment Ready – Ensure the workstation, phone, and access cards are issued.**
* **Employee ID Badge Issued – Provide the employee with their official ID card.**
* **First Performance Review Scheduled – Plan a 30-day review to assess progress and fit.**

| **Task** | **Assigned To** | **Completion Date** |
| --- | --- | --- |
| **Welcome Email Sent** | **HR** |  |
| **IT Setup & Credentials** | **IT** |  |
| **Employee Handbook Provided** | **HR** |  |
| **Payroll & Benefits Registered** | **Finance** |  |
| **First Performance Review Scheduled** | **Supervisor** |  |

**☐ Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
☐ Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**