**Employee Onboarding Process Checklist Form**

### **Employee Profile**

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Key Onboarding Steps**

* **Offer Letter & Contract Signed** – Ensure completion of legal documents.
* **ID Badge & Access Credentials Issued** – Employee is provided proper access to office resources.
* **IT & Security Access Setup** – Ensure the employee can log in to required software.
* **Training Schedule Assigned** – Plan training sessions for the new hire.
* **First 30-Day Evaluation Meeting** – Conduct an initial performance review.

| **Step** | **Assigned To** | **Completion Date** |
| --- | --- | --- |
| Offer Letter Signed | HR |  |
| ID Badge Issued | Admin |  |
| IT Access Setup | IT Team |  |
| Training Schedule Assigned | HR |  |
| First 30-Day Review | Manager |  |

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

## **Final Review & Completion**

☐ **All Documents Verified** – Confirm that all onboarding documents have been submitted.  
☐ **Workplace Introduction Complete** – Employee is familiarized with their role and work environment.  
☐ **Probation Period Guidelines Shared** – Explain expectations during the probation period.  
☐ **Feedback Session Scheduled** – Plan a session for employee feedback on the onboarding process.

☐ **Final HR Approval:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
☐ **Manager's Final Review:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_