

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:** _____