

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: _____