**First Day Employee Onboarding Checklist Form**

### **Basic Employee Information**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **Day 1 Onboarding Tasks**

| **Task** | **Responsible Party** | **Completion Date** |
| --- | --- | --- |
| **HR Orientation & Paperwork** | **HR Team** |  |
| **Introduction to Team** | **Supervisor** |  |
| **IT & Email Setup** | **IT Department** |  |
| **Workplace Safety Training** | **HR** |  |
| **Job Expectations Discussion** | **Supervisor** |  |

**☐ HR Orientation & Paperwork – Review company policies, benefits, and complete all necessary documentation.  
☐ Introduction to Team – Meet colleagues and key personnel.  
☐ IT System & Email Setup – Provide login credentials for system access.  
☐ Workplace Safety & Policy Review – Educate on safety protocols and workplace behavior.  
☐ Job Expectations Discussion – Review job roles and responsibilities.**

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