

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: _____**