

New Employee Onboarding Checklist Template

Employee Information

Employee Name: _____

Job Title: _____

Department: _____

Start Date: _____

Supervisor: _____

Employee ID: _____

Pre-Employment Requirements

- Offer Letter Signed – Ensure the new hire has signed and returned the official offer letter.
- Background Check Completed – Verify that the background screening process is successfully completed.
- Employment Contract Signed – Confirm the employment contract is reviewed and signed.
- Certifications Submitted – Collect necessary qualifications or certifications required for the role.
- Emergency Contact Provided – Ensure emergency contact details are submitted.

Task	Completion Status (<input checked="" type="checkbox"/>)	Date Completed
Offer Letter Signed	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Background Check	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Contract Signed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Certifications Submitted	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Emergency Contact Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Employee Signature: _____

HR Representative Signature: _____