

Sample Resource

New Hire Onboarding Checklist

A structured first-week checklist that helps new employees understand expectations, systems, people, and daily routines.

Before Day One

Done	Action	Owner	Notes
	Send welcome email with start time, location, dress expectations, and contact person.		
	Prepare workspace, tools, account access, uniform, vehicle, or equipment if applicable.		
	Assign onboarding owner and first-week point of contact.		
	Print or share role description, training checklist, and company policies.		
	Schedule first-week check-ins with manager and trainer.		

First Day

Done	Action	Owner	Notes
	Review company purpose, standards, and how the role helps customers.		
	Complete employment documents, payroll details, and required acknowledgements.		
	Walk through daily schedule, communication norms, and escalation paths.		
	Introduce team members, key customers or accounts, and support contacts.		
	Confirm the first assignment and what good completion looks like.		

First Week Check-In

Question	Notes
What is clear so far?	
Where does the employee need more support?	
What should be practiced again?	
What is the next milestone?	