

New Hire Onboarding Checklist

Employee Name: _____

Manager Name: _____

Hire Date: _____

First Week

- Distribute company-wide Welcome Email
- Complete new hire orientation
- Introduce new hire to their team and key individuals they will be working closely with
- Assign and discuss target goals to be achieved within the first 30-60 days
- Schedule recurring check-in meetings
- Assign mentor or buddy

First 30-60 Days

- Create opportunities for the new hire to integrate into the company (team meetings, one-on-ones with managers and team members)
- Check-in with team to get feedback and determine if additional assistance is needed
- Conduct a 30-day Onboarding Survey, review feedback with new hire
- Assign training and development goals
- Review and discuss progress on target goals (assigned during Week 1)