

Write your company name here

HR CHECKLIST FOR SUCCESSFUL ONBOARDING



SUBMIT AND COMPLETE NEW HIRE DOCUMENTATION

- ☐ Employment information form
- ☐ Form W-4
- ☐ Form I-9
- ☐ Direct Deposit
- ☐ Equal Opportunity Data Form
- ☐ Self-Identification Forms
- ☐ Background Check Forms
- ☐ W-2 form

PREPARE EQUIPMENT

- ☐ Prepare a laptop computer
- ☐ Prepare uniform
- ☐ Prepare name tags, pens and a notebook
- ☐ Pre-install software
- ☐ Check that everything is working properly

INFORM THEM OF COMPANY POLICIES

- ☐ Leave policies (e.g., sickness, disability, maternity, paternity, etc.)
- ☐ Vacation/time off
- ☐ Overtime pay
- ☐ Insurance policy
- ☐ Expense reimbursement
- ☐ Pension and other benefits

SET WORK EXPECTATIONS

- ☐ Number of expected worked hours
- ☐ Short-term objectives
- ☐ Long-term objectives

TRACKING PROGRESS

- ☐ Feedback from team leaders
- ☐ Feedback from managers
- ☐ Feedback from managers

ASKING FOR AREAS WHERE THEY NEED HELP

- ☐ Ask for areas where they need help

Are you hiring a new employee to join your team?

Do you want to make sure everything goes as smoothly as expected?

Employee onboarding is one of the main responsibilities of the HR department. They must pay attention to detail during new employee onboarding.

Follow this checklist to ensure a smooth and successful employee onboarding experience.

You can modify or update this checklist based on your organization's specific needs.

A comprehensive checklist will help you easily manage your new employee onboarding process.

Customizable onboarding plan template from EDIT.org

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