

New Hire Onboarding

Onsite Roles Checklist

How to use: Check each item as completed.

01

Pre-Boarding

Before Day One

☐	Send and collect signed offer letter or employment contract
☐	Collect tax withholding forms (W-4) and work eligibility proof (Form I-9 Section 1)
☐	Collect direct deposit and emergency contact details
☐	Request IT set-up and create system logins/email
☐	Communicate to relevant departments that new hire is coming aboard
☐	Send a welcome email detailing day-one logistics (parking, dress code, schedule)
☐	Assign an onboarding mentor or buddy

02

Day One Orientation

First Day

☐	Welcome the new hire and provide an introduction session
☐	Provide a company overview (mission, culture, values)
☐	Provide a benefit orientation
☐	Discuss the employee handbook and all operational policies
☐	Complete remaining compliance paperwork (Form I-9 Section 2)
☐	Distribute security badge, keys, or remote access tokens
☐	Provide a tour of the facility
☐	Ensure workstation, computer, and software tools are fully functional
☐	Introduce the new hire to their manager, team, and assigned buddy

03

First Week

Days 2–5

	Verify access to communication channels (Teams, email, project boards, etc.)
	Schedule recurring 1:1 check-in with their direct manager
	Begin role-specific and technical tool training
	Attend cross-functional introductory meetings with key collaborators

04

First 30–90 Days

Ramp-Up & Review

	Complete mandatory compliance and safety training
	Set and evaluate short-term goals for the initial 30-day checkpoint
	Transition into independent day-to-day project workflows
	Conduct a formal 90-day progress review and feedback session

Company customization: Add your logo and brand colors when deploying this checklist.