

New Hire On-Boarding Checklist

NEW HIRE NAME AND POSITION	HIRE DATE	HIRING MANAGER NAME	RECRUITER NAME

These items are to be completed, signed and returned to HR by the 30th day of New Hire's employment

PRIOR TO EMPLOYEE'S FIRST DAY	EMPLOYEE'S FIRST DAY
<input type="checkbox"/> Prepare work space, name plate & stock desk	<input type="checkbox"/> Greet the new employee upon arrival
<input type="checkbox"/> Send an announcement (via e-mail) to the department	<input type="checkbox"/> Get facility badge/access card/token
<input type="checkbox"/> Prepare day agenda	<input type="checkbox"/> Tour the facility and introduce new employee

EMPLOYEE'S FIRST WEEK
<input type="checkbox"/> Customize job description to define responsibilities, task, and performance expectations/goals, obtain employee signature
<input type="checkbox"/> Schedule day and time for weekly/bi-weekly one-on-one meetings with the new employee
<input type="checkbox"/> Schedule 30-day meeting with the new employee to review performance to date

30 DAYS POST HIRE
<input type="checkbox"/> Meet with new employee at the end of first 30 to review performance
<input type="checkbox"/> Schedule 60-day meeting with new employee to review performance
<input type="checkbox"/> Schedule 90-day meeting with new employee to review performance

All items above were completed on: _____

Supervisor Signature

Employee Signature