

# New Hire First Day Onboarding Checklist

This checklist is designed to guide managers and new hires through the essential activities of the first day. Please complete each section and print this page for the employee's personnel file.

## 1. Employee & Position Information

Employee Full Name:

First Day Date:

Job Title / Role:

Department:

Manager / Supervisor:

Onboarding Buddy:

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## 2. Morning Arrival & Welcome

Complete the following tasks upon the new hire's arrival. Enter "YES" or "N/A" and the time completed in the text fields.

Task Description	Status (Yes / NA)	Completed By (Initials)
Greet new hire at the lobby/reception area	<input type="text" value="Status"/>	<input type="text" value="Initials"/>
Provide office tour (restrooms, breakroom, emergency exits)	<input type="text" value="Status"/>	<input type="text" value="Initials"/>
Issue building access card, keys, or security badges	<input type="text" value="Status"/>	<input type="text" value="Initials"/>
Introduce the new hire to immediate team members and onboarding buddy	<input type="text" value="Status"/>	<input type="text" value="Initials"/>

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## 3. Workstation & IT Setup

Ensure all hardware, software, and network access points are fully functional.

Task Description	Status (Yes / NA)	Completed By (Initials)
Set up physical desk, chair, and stationary supplies	<input type="text" value="Status"/>	<input type="text" value="Initials"/>
Log in to computer hardware (laptop/desktop, monitors, keyboard)	<input type="text" value="Status"/>	<input type="text" value="Initials"/>
Configure company email account and calendar access	<input type="text" value="Status"/>	<input type="text" value="Initials"/>
Connect to secure company Wi-Fi and VPN networks	<input type="text" value="Status"/>	<input type="text" value="Initials"/>
Set up communication tools (Slack, MS Teams, Zoom)	<input type="text" value="Status"/>	<input type="text" value="Initials"/>

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## 4. HR & Compliance Paperwork

Verify that all mandatory employment and regulatory documents are processed.

Task Description	Status (Yes / NA)	Completed By (Initials)
Verify identification documents (I-9 verification / Passport / ID)	<input type="text" value="Status"/>	<input type="text" value="Initials"/>
Complete direct deposit and tax withholding forms	<input type="text" value="Status"/>	<input type="text" value="Initials"/>
Sign employee handbook acknowledgment and NDA	<input type="text" value="Status"/>	<input type="text" value="Initials"/>
Review health benefits enrollment instructions and deadlines	<input type="text" value="Status"/>	<input type="text" value="Initials"/>

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## 5. End of Day Review & Next Steps

Wrap up the first day and prepare the employee for the rest of their onboarding week.

<b>Task Description</b>	<b>Status (Yes / NA)</b>	<b>Completed By (Initials)</b>
Conduct first-day debrief meeting with manager	Status	Initials
Answer any outstanding questions about the company or role	Status	Initials
Confirm start time and schedule for Day 2	Status	Initials

## 6. Final Sign-Off

Please sign and date below once all first-day onboarding tasks have been verified.

Employee Signature (Print Name):  Date:

Manager Signature (Print Name):  Date: