

NEW HIRE ONBOARDING CHECKLIST

Employee Name:

First Day of Work:

Offer of Employment

- Employment Application – completed and signed
- Verbal Offer of Employment, and/or
- Written Offer of Employment, with or without contingencies – PDF, send to personal email
- Complete Pre-Employment Checks, such as References, Background Checks, Drug Screens)

Prior to Day One

- Prepare Orientation and Training Schedule
- Remit New Hire Paperwork to selected candidate's personal email (to be returned on day one)
 - Employee Data Sheet (if payroll is outsourced and/or is required)
 - [I-9](#). See below for completion details
 - [W-4](#)
 - State Specific Tax Form; or other applicable state form.
 - State Specific New Hire reporting, or [e-verify](#) (if applicable)
 - Confidentiality & Non-Disclosure Agreement (if applicable)
 - Employee Handbook Acknowledgement – with Acknowledgment to sign
 - [Health Insurance Marketplace Notice, with plans](#). OR [Health Insurance Marketplace Notice, without plans](#).
Form OMB No. 1210-0149 – 3 pages with Health Plan, 2 pages without Health Plan
- Provide guidance on Day One arrival, including directions, start time, dress code, who to ask for, etc.
- Prepare workstation and/or equipment or supplies needed for Day One/Week One

Day One

- Greet new employee
- Review Orientation and Training Schedule
- Collect all signed documents as listed above
- Send Welcome Announcement to team, if applicable
- Use of Company Equipment & Property Review
- Building/Job Site tour
- Co-Worker Introductions, including any mentors that will assist with Training
- Review of Safety Standards/Guidelines
- Review Meals/Break Times schedule

Employee Name:



Week 1:

- Review Employee Handbook, or other applicable policies/processes
 - Company Vision/Mission/Values
 - Anti-Harassment & Non-Discrimination
 - Confidentiality
 - Timesheet & Time Off/Time Worked recordkeeping
 - Expense Reimbursement
 - Injury Reporting Procedures
- Review Job Description – Explain expectations for success
- **Collection Additional documents:**
 - Signed Job Description
 - Youth Work Permit, if applicable.
 - Direct Deposit Form
 - Acknowledgments & Authorization for Payroll Deductions, if applicable (i.e. Uniforms, Company Property) in accordance with state & federal payroll deduction laws.
- Schedule and participate in daily One to One's feedback on performance expectations
- Intro Period Review Reminder to Calendar or Task List
- Annual Review Reminder to Calendar or Task List (recurring)

Week 2:

- Complete remainder of Orientation & Training Schedule
- Schedule and participate in Weekly or Bi-Weekly One to One's through 90 days