

Employee Onboarding Checklist

A step-by-step guide from pre-boarding to the first 90 days (2026)

OnboardFlow

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|-------------------|-----------------------|------------|
| Employee Name | Position / Department | Start Date |
| Reporting Manager | Onboarding Buddy | HR Contact |

Pre-Boarding (Before Day 1)

Documents to Collect

- Government-issued ID copy
- Tax identification number and tax forms
- Bank account details for payroll
- Emergency contact information
- Signed employment contract
- NDA / confidentiality agreements
- Benefits enrollment forms
- Educational certificates

Internal Preparation

- Set up workstation & equipment
- Create email & system accounts
- Provision tool & platform access
- Prepare welcome kit & handbook
- Assign onboarding buddy / mentor
- Notify team of new hire & start date
- Schedule orientation meetings
- Prepare building access / badge

Day 1

Morning

- Welcome & team introductions
- Office tour (facilities, emergency exits)
- Review company mission, values, culture
- Walk through employee handbook
- Verify all pre-boarding docs are complete

Afternoon

- IT setup — email, chat, tools, VPN
- Role expectations & goals with manager
- Communication norms (email / chat / meet)
- Org chart & key contacts
- Share first-week schedule

First Week

- Mandatory training (security, privacy, policies)
- Shadow key team members
- Review current projects & priorities
- Set up weekly 1-on-1 with manager
- Confirm all system access works
- Introduce to cross-functional stakeholders
- Complete payroll & benefits registration

Days 1–30: Learn & Adapt

- Complete all required training
- Understand team goals & individual KPIs
- Attend key recurring meetings
- Build cross-functional relationships
- Begin contributing to small tasks
- End-of-month check-in with manager

Days 31–60: Contribute

- Take ownership of assigned work
- Participate in projects independently
- Identify process improvements
- Mid-point review — progress vs. goals
- Expand network across departments

Days 61–90: Integrate

- Operate independently in core role
- Complete probationary review (if applicable)
- Confirm ongoing employment status
- Set next-quarter goals & dev plan
- Final onboarding review & feedback

Compliance Reminders

- Tax withholding set up Before 1st payroll
- Social security / insurance registered Check local deadline
- Employment contract signed & filed
- Employee records created & maintained
- All mandatory training completed
- Probation review scheduled

Common Pitfalls to Avoid

- Don't overload Day 1 — spread across the week
- Don't skip assigning a buddy / mentor
- Don't waste the pre-boarding window
- Don't use one-size-fits-all onboarding
- Don't stop check-ins after Week 1

Notes