

Employee Onboarding Template

A step-by-step checklist to onboard new hires the right way — from offer accepted through Day 90.

BEFORE DAY 1: PRE-BOARDING

1-2 Weeks Before Start Date

- Send welcome email: start time, location/remote link, parking, who to ask for
- Share first-day agenda so new hire knows what to expect
- Set up workstation, computer, and equipment
- Create email address and system accounts (HRIS, Slack, project tools)
- Assign onboarding buddy or mentor
- Notify team of new hire's name, role, and start date
- Schedule 30-minute intro meetings with key team members (Week 1)
- Prepare new hire paperwork: I-9, W-4, direct deposit, handbook acknowledgment

Day Before Start

- Confirm start time and instructions via email or text
- Ensure workstation/equipment is ready and tested
- Manager briefed on Day 1 schedule

DAY 1: FIRST IMPRESSIONS

Morning (Admin & Paperwork)

- Warm welcome from manager and/or team
- Office/remote workspace tour
- Complete I-9 (must be done within 3 business days of hire)
- Complete W-4 and state tax withholding forms
- Direct deposit authorization signed
- Employee handbook reviewed and signed
- Review benefits options and enrollment deadlines

Afternoon (Culture & Tools)

- Company overview: mission, values, how we work
- Org chart walkthrough — who does what
- Systems access confirmed (email, project management, HRIS, etc.)
- Introduce to immediate team
- Share first week's priorities in writing

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BEFORE ALLMYHR

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- ✗ Expensive lawyer calls
- ✗ Compliance anxiety

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