FREE DOWNLOAD

CHECKLIST TEMPLATE

New Hire Checklist

Employee Name: .....

Department: .....

Position: ..... Start Date: .....

Done	Task	Date Completed
☐	Collect tax forms	
☐	Provide employee handbook	
☐	Assign employee ID	
☐	Provide parking/access details	
	ORIENTATION AND TRAINING	
☐	Schedule orientation session	
☐	Provide overview of company culture	
☐	Schedule training sessions	
☐	Assign mentor or buddy	