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	_____
	ADMINISTRATIVE TASKS	
☐	Set up payroll information	_____
☐	Complete required forms/documents	_____
☐	Review and sign employment contract	_____
	WORKSPACE SETUP	
☐	Assign workstation or office space	_____
☐	Set up security access	_____
☐	Ensure ergonomic setup	_____
	IT AND SECURITY	
☐	Create user accounts	_____
☐	Set up email and communication tools	_____
☐	Conduct cybersecurity training	_____