

Employee On-boarding Checklist

Employee Name: _____

Start Date: _____

Paperwork	Employer Initials	Employee Initials
Fill out New Employee Details Form		
Tax forms (if applicable)		
Bank Details		
Review Job Description		
Review Employment Contract		
Review Employee Handbook		
Sign any extra documents (e.g. non disclosure agreement)		

Workspace	Employer Initials	Employee Initials
Tour of office/workspace		
Health & Safety Information		
Bathrooms, parking, lunch/coffee		
Review availability		
Go over upcoming work schedule		

Training	Employer Initials	Employee Initials
Assistance setting up relevant accounts/computers/email etc		
Go over daily tasks		
Review detailed training plan (see, show, assess, etc)		
Answer any questions		