

# New Employee Onboarding Checklist

## Pre-Start Prep

- Confirm your start date, time, and shift
- Review your route and transportation plan
- Confirm dress code, uniform, or required gear
- Ensure you have all required documents (ID, Social Security Card, Banking Information, etc.)

## Day-1

### *Getting Started*

- Arrive 10-15 minutes early
- Find your first point of contact (Human Resource Administrator, Supervisor, or trainer)
- Pay attention during orientation and training and take notes if needed

### *Learn the Company*

- Learn company policies and expectations
- Pay attention to how things are done (not just what is said)

### *Questions and Clarity*

- Ask questions if something isn't clear or if you're unsure about a task or process
- Confirm expectations with your supervisor

### *Building Relationships*

- Introduce yourself to your new team members
- Learn who your go-to person is for any questions or housekeeping tasks
- Always maintain a respectful, curious, and easygoing demeanor

### *Say Yes to Opportunities*

- Participate in team activities if available
- Be open to learning new tasks
- Volunteer when you can

## First Week Focus

### *Consistency and Reliability*

- Show up on time every day
- Stay focused and work safely
- Ask for feedback and apply it

## 30-Day Review

### *Prove Your Place on the Team*

- Maintain strong attendance
- Keep improving your overall performance
- Get more comfortable with communicating with your team members and supervisor

**Starting a new job can feel like a lot—but showing up, putting in the effort, and staying consistent goes a long way. Good luck!**

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