

# New Hire Onboarding Checklist

## Pre-Start Prep

- Confirm start date, time, and shift
- Assign a supervisor, trainer, or primary point of contact
- Prepare workspace, tools, uniform, PPE and required equipment
- Set up system access (badge, login credentials, etc)
- Communicate dress code and required

## Day-1

### *Arrival & Welcome*

- Introduce supervisor, trainer, and team members
- Give a tour of the facility including any role-specific locations, restrooms, locker rooms, and breakroom

### *Paperwork & Compliance*

- Complete all required hiring documentation (I-9, tax forms, etc.)
- Review company policies and expectations
- Complete a safety overview and documentation

### *Job Setup*

- Issue required PPE (gloves, helmet, etc)
- Explain the break schedule and timekeeping process and policies
- Demonstrate core job tasks, processes, and procedures

### *Safety & Training*

- Review role-specific safety procedures
- Explain emergency exits and processes
- Provide equipment and machinery training
- Identify common hazards associated with the job

## First Week Check-In

### *Administrative & General*

- Conduct daily check-ins during the first few days
- Provide feedback and coaching as needed
- Monitor attendance and punctuality
- Answer any questions and clarify job expectations
- Reinforce safety and performance expectations

### *Performance Alignment*

- Review job performance expectations
- Confirm understanding of productivity and quality standards
- Identify and address early performance concerns

## 30-Day Review

### *Administrative & General*

- Review attendance and reliability
- Evaluate overall job performance
- Gather supervisor / trainer feedback
- Conduct employee check-in conversation
- Determine next steps: retain, coach, or reassign

Whether you're a seasoned HR leader or stepping into onboarding for the first time, this checklist is built to give you practical steps you can put into action immediately.

If you need extra support strengthening your workforce or filling critical gaps, our team is ready to work when you are.



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