**New Hire Checklist Form**

**Employee name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work Information**

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Documents**

🞏 Sign employment contract

🞏 Sign employment and payroll forms

🞏 Sign non-disclosure agreement

🞏 Fill Employee information form

🞏 Fill Emergency contact information form

🞏 Provide employee handbook and job description

🞏 Fill HR paperwork

**Welcome package**

🞏 Set up the workplace (desk, chair, personal locker, etc.)

🞏 Set up equipment (laptop, phone, safety equipment, accessories, work uniform, etc.)

🞏 Set up an email account

🞏 Provide access card, keys, or necessary passwords

🞏 Set up accounts for collaborative tools (Slack, Jira, etc.)

**Training**

🞏 Introduce the new employee to his/her team and managers

🞏 Prepare a company overview and a hierarchic chart

🞏 Role-specific training

🞏 Product demos

🞏 Present the company’s culture, insights, and habits (lunch break, points of interest, etc.)