



Checklist for Onboarding/New Hire Practices

Administrative

Record employee/employer receipt of necessary new hire paperwork and include in Employee file.

- Offer letter.
- Copy of IDs.
- Copy of Resume.
- Results from Drug test and Background check.
- I-9 <https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>
- W4 <https://www.irs.gov/pub/irs-pdf/fw4.pdf>
- Acknowledgement of Employee Handbook.

Orientation on Policies with Employee handbook

Welcome new employees to the company and department.

- Send e mail to ALL employees
- Send e mail to new hire for Policies and Procedures.
- Personally, present employee to everyone (Work Buddy)

Send all information to payroll and make sure benefit enrollment is completed timely.

Acknowledgement for all specific processes and trainings for the position.

Training

- Practices in place for a new hire's first day, including meeting with manager, co-workers.
- Mentoring/buddy program established, and training provided to mentors/buddies.
- Communication regarding company annual and long-term goals and objectives prepared.
- Initial employee job goals and objectives established for communication to employee.
- All specifics training for the position specified by management.

Meetings

- Schedule a meeting a week after starting day to check on Employee first week.
- Schedule a meeting a month after starting day to check on Employee first 60 days.