Cultivate HR Consulting

NEW HIRE ONBOARDING CHECKLIST

A clear onboarding process helps new employees feel supported and prevents your team from burning out.

Use this checklist as a simple, repeatable guide for every new hire.

PRE-START (BEFORE DAY 1):

☐ Send welcome email with start time, parking/remote login details, dress code, and Day 1 agenda.

☐ Set up email, system access, and all logins.

☐ Notify team of new hire's arrival/start date.

☐ Assign onboarding buddy/mentor.

☐ Prepare Day 1 welcome package (swag, handbook, key resources).

☐ Draft 30-60-90 day goals to review with the employee.

DAY 1: WELCOME AND ORIENTATION

☐ Greet employee and tour workspace (or virtual tools/platforms).

☐ Introduce team members and key partners.

☐ Review job description, role responsibilities, and Day 1–Week 1 goals.

☐ Walk through employee handbook and key policies (attendance, PTO, workplace safety, anti-harassment).

☐ Complete New Hire HR/payroll documents (W-4, I-9, direct deposit, benefits enrollment).

☐ Provide IT/system training (email, chat, project management tools).

☐ Check in at end of day to answer questions.

WEEK 1: INTEGRATION

☐ Review performance expectations and how success will be measured.

☐ Walk through compliance training (safety, harassment prevention, data security).

☐ Schedule shadowing sessions with key departments.

☐ Assign first "starter" project with clear deliverables.

☐ Set weekly one-on-one with manager.

☐ Encourage new hire to connect with buddy regularly.

☐ Gather feedback at end of week—"What's clear? What's confusing?"

30 DAYS: FOUNDATION

☐ Review progress on first project(s).

☐ Check in on comfort with tools, processes, and team.

☐ Feedback provided on performance and integration

☐ Employee shares what's working and what's confusing

☐ Provide constructive feedback and highlight early wins.

☐ Review progress on 30-day goals and set 60-day goals.

☐ Encourage participation in team meetings or cross-functional projects.

☐ Confirm employee understands and feels aligned with company values and mission.

60 DAYS: DEVELOPMENT

☐ Expand responsibilities to include more independent work.

☐ Conduct mid-point performance check-in.

☐ Discuss areas for growth and support needed.

☐ Review progress on 60-day goals, set 90-day goals.

☐ Encourage employee to share ideas for improvements or observations.

☐ Solicit feedback on onboarding process so far.

90 DAYS: TRANSITION TO FULL CONTRIBUTOR

☐ Review progress against 30-60-90 day plan.

☐ Provide comprehensive performance feedback.

☐ Finalize long-term development plan (training, career growth, performance objectives).

□ Celebrate 90-day milestone with recognition (public or private, depending on culture).

□ Ask for feedback on onboarding experience to improve the process.

QUARTERLY REVIEW (MANAGER'S TASK):

□ Review onboarding documents for accuracy.

□ Collect input from buddies/mentors on how the process is working.

□ Update checklist to reflect new systems, policies, or cultural initiatives.

Need help crafting the perfect job description?

Cultivate HR Consulting makes the process simple! We offer **job analysis and job description creation** to ensure roles are structured for **legal compliance and long-term success**. Let's get it right the first time—**reach out today!**

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We're here to help—**let's build a strong foundation for your team!**