# **Sample New Hire Onboarding Checklist**

This sample checklist suggests actions a new hire might need to complete as part of a smooth onboarding process when joining a sexual and reproductive health agency. This list is not exhaustive; you may want to consult with your team and/or add your own items.

## DAY 1: ESSENTIAL WELCOMING ACTIVITIES

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| --- | --- |
| NEED/ACTION | COMPLETE (✓) |
| Parking (after Day 1): Location and permit, if applicable |  |
| Building access: Preferred entrance, key, code, and/or badge |  |
| Facility tour |  |
| Office/workstation location and access |  |
| Place to hang coat, leave personal belongings, store lunch |  |
| ID: Name tag and/or security badge |  |
| Computer access and security |  |
| Complete payroll forms: W-2 and I-9 |  |
| Complete benefits forms |  |
| Overview and schedule for required training |  |
| Health and safety policies and procedures: hazardous waste disposal,  fire and emergency safety plans, employee conduct, etc. |  |
| Introductions to coworkers |  |
| People directory: Names, roles, contact information |  |
| “Buddy” assignment: Someone in similar role to answer questions |  |
| (add any activities here) |  |

## WEEKS 1 to 4: ORIENTATION

|  |  |
| --- | --- |
| HOW WE DO THINGS | COMPLETE (✓) |
| Review employee handbook and policies and procedures manuals |  |
| Communication: Email, phone, recurring meetings, etc. |  |
| Access to work materials: Supplies, printers, documents |  |
| Review “required skills checklist” |  |
| Begin any role-specific or organization-specific training and skills verification |  |
| Shared “chores” that keep things running smoothly |  |
| (add any activities here) |  |

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| BELONGING & SUPPORT | COMPLETE (✓) |
| Welcome plan: Morning huddle, team coffee break or lunch |  |
| Work-related social activities: Happy hours, birthdays, community volunteering |  |
| Encouragement to ask for help and whom to ask: Buddy, supervisor, online resources,  human resources, etc. |  |
| (add any activities here) |  |