

## Employee onboarding checklist

A calm, structured first 90 days. Adapt to your organisation. Informational, not legal advice.

### Before day one

- Send signed offer + start details
- Provision accounts, hardware, access
- Share first-day agenda + who to meet
- Prepare workspace / remote kit
- Assign an onboarding buddy

### Day one

- Welcome + workspace/tools walkthrough
- Team introductions
- Review role, goals and first-week plan
- Confirm policies and where to find docs
- Set up payroll / admin essentials

### First week

- Shadowing / paired work
- Access to key systems confirmed
- First 1:1 with manager
- Clarify 30/60/90-day expectations

### First 90 days

- 30-day check-in: questions, blockers
- 60-day feedback both ways
- 90-day review against expectations
- Confirm ongoing development plan