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HUMAN RESOURCES ONBOARDING CHECKLIST

New Employee Name: _____

Division/Office/Bureau/Unit:	Start Date:
Location:	Supervisor:
Classification:	

	Major Activities/Tasks to Complete	☑Box if Complete
Phase 1: Pre-Arrival	Assign start date and notify new employee's supervisor/manager	❒
	Ensure necessary paperwork has been completed	❒
	Send welcome letter to new employee	❒
	Schedule new employee for formal new employee orientation	❒
	Work with EEO to make accommodations under the Americans with Disabilities Act (ADA) (if applicable)	❒
Phase 2: First Day	Ensure new employee arrived at work location	❒
	Ensure necessary paperwork has been completed (insurance, tax forms, etc)	❒
	Ensure new employee received Identification badge, uniform (if applicable), parking pass (if applicable)	❒
		❒
		❒
		❒
		❒
Phase 3: First 7-14 Days	Send reminder email for formal new employee orientation	❒
	Touch-base with new employee to ensure they are getting acclimated. Answer any questions.	❒
		❒
		❒
		❒
		❒
		❒
Phase 4: First 30-60 days	Ensure required training has been completed (e.g., Ethics, EEO, Securing the Human, etc.).	❒
		❒
		❒
		❒
		❒
		❒
		❒