

New Hire Checklist

Creating an onboarding strategy will assist with employee retention and start employees off on the right foot from day 1!

The first step is developing a New Hire Checklist. The following is a comprehensive list of new hire activities that you may choose to include on your list. Customize your list to fit your company culture and processes.

- Application
- Interview process complete
- Offer letter sent
- Drug screening
- Background check
- Reference check
- Job description reviewed including responsibilities
- Goals for job reviewed
- Contract signed
- Set up in the time and attendance system
- Determine systems and office area access
- Work space/location determined
- Desk cleaned and prepared with appropriate supplies
- Computer installed
(list all technology needs for your IT department)
- Email account set up
(add to appropriate distribution lists)
- Network login set up
- Phone system configured
- Welcome email/announcement of hire
- First week agenda established
- Training scheduled
(list out specific trainings applicable for this employee)
- Employee orientation
- New hire packet
- Copy appropriate identification
- Non-compete/disclosure form signed
- Payroll/direct deposit form
- Complete I-9
- Complete W-4
- Benefits enrollment
- Emergency contact information

- Office/facility tour
- Employee ID Card (if applicable)
- Parking pass (if applicable)
- Time card access (if applicable)
- Employee Handbook distribution
- Employee Handbook acknowledgment returned
- Business cards ordered
- Register with NH Employment Security within 30 days of first providing employment



22% of staff turnover occurs in the first 45 days of employment.
 The Wynhurst Group

Want to do something extra?

- Call the employee before the first day with information like where to park, start time, documentation needed, lunch plans and a reminder of the dress code.
- Send employment forms to their home in advance.
- Have business cards ready for their first day
- Decorate the workspace with company swag or a welcome basket
- Plan a department welcome lunch
- Assign and introduce a 'buddy' or mentor outside of the department



Many companies leave executive onboarding to chance, and as a result experience failure rates in excess of 50% when it comes to retaining new executive talent.
 Egon Zehnder International

New employees who went through a structured onboarding program were 58% more likely to be with the organization after three years.

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