BERNIEU
NEW SCHOOL HR EDUCATION

ONBOARDING CHECKLIST

Stay on top of all your new hire responsibilities

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Onboarding a new hire means juggling multiple responsibilities at once. With so many responsibilities in place, it's easy to forget something. Here's an onboarding checklist that will help you stay on top of all your new hire responsibilities.

Task	Target Completion Date	Responsible Party	✔	Comments
Before sending offer letter:				
Check references			☐	
Run background check			☐	
As soon as candidate has been selected:				
Send employment agreement			☐	
After offer letter has been accepted:				
Welcome email			☐	
Invite new hire to start onboarding & benefits enrollment			☐	
2 weeks prior to start date:				
Order computer if one isn't available for reassignment			☐	
Order credit card if necessary			☐	
Create new hire training agenda			☐	
Order training materials			☐	
1 week prior to start date:				
Create task / reminder to check I-9 documents on start date			☐	
Create email account			☐	
Create other necessary accounts			☐	
Share employee handbook			☐	
Send links to employee training websites			☐	
Add new team member to device management system			☐	
Order a parking pass			☐	

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Task	Target Completion Date	Responsible Party	✔	Comments
Register key-fob / key to office			☐	
Schedule training room			☐	
1 day before start date:				
Set up computer: user login, mouse, keyboard, computer ID			☐	
Set up training materials			☐	
Print new hire training agenda			☐	
Complete e-verify			☐	
On new hire's first day:				
Check hard copies of I-9 documents			☐	
Make sure all onboarding documents have been completed			☐	
Before new hire's first paycheck:				
Confirm direct deposit info has been entered into payroll system			☐	
Verify employee info in payroll and internal records			☐	
Within 1st week:				
Add new member to website team page			☐	

*Note: this checklist is meant only as a starting point. You may need to include additional company-specific items to the list.

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