

# HR New Hire Checklist



## Activities



### 1. Pre-Employment Paperwork

- Signed offer letter
- Completed background checks
- Employee agreement and confidentiality forms
- Tax forms (W-4, I-9, etc.)
- Direct deposit information



### 2. Orientation and Training

- Schedule first-day orientation
- Assign a mentor or buddy
- Overview of company culture and values
- Review of job responsibilities and expectations
- Introduction to team members and key stakeholders



### 3. Benefits and Compensation

- Provide information on health, dental, and other benefits
- Set up employee in payroll system
- Explain retirement plan options (401(k), pension)
- Discuss paid time off and sick leave policies



### 4. Technology and Equipment

- Issue company laptop, phone, and other necessary equipment
- Set up company email and software access
- Provide login credentials for necessary platforms
- Schedule IT orientation, if necessary



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### 5. Legal and Compliance Requirements

- Verify eligibility to work (I-9 form)
- Review and sign employee handbook
- Provide safety training or certifications, if required
- Conduct harassment and discrimination training



### 6. Workspace Setup

- Prepare employee's desk or workspace
- Ensure office supplies are available
- Provide building access (key card, security pass)



### 7. Check-Ins and Follow-Ups

- Schedule 30, 60, and 90-day reviews
- Provide continuous feedback and address any concerns
- Monitor integration with the team and company culture

