New Job Onboarding Checklist

(by Her HR Lady)

Starting a new job?
Congratulations! Use this checklist to make sure you're set up for success from day one!

📄 Before Your First Day:

- ☐ Review and sign your offer letter and onboarding paperwork.
- ☐ Complete any required background checks or pre-employment screenings.
- ☐ Review your benefits enrollment packet (if provided early).
- ☐ Confirm your start date, time, and office location (or remote setup details).
- ☐ Ask for a point of contact for any questions before your first day.

🏢 Your First Week:

- ☐ Review your employee handbook and highlight key policies.
- ☐ Set up your email, HR portal, and payroll direct deposit.
- ☐ Enroll (or decline) your health, dental, vision, and retirement benefits — **know your deadlines!**
- ☐ Meet with your supervisor to clarify expectations for your role.
- ☐ Set up your workstation ergonomically (whether at home or on-site).
- ☐ Understand your organization's policies on PTO, sick leave, and remote work (if applicable).

🗣️ Important Questions to Ask:

- ☐ Who approves my time off requests?
- ☐ How will I be evaluated during my first 90 days?
- ☐ Where can I find information about professional development opportunities?
- ☐ Who do I contact if I have an HR, benefits, or payroll question?

🧠 Pro Tips:

- ☐ Save a copy of all onboarding documents for your records.
- ☐ Keep a running list of questions as you get settled.
- ☐ Remember: It's normal to feel a little overwhelmed — don't be afraid to ask for help!
- ☐ Advocate for yourself early by setting clear communication habits with your manager.

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✅ **Being proactive during onboarding helps set the tone for a strong, confident start to your career journey!**
(And Hey HR Lady is cheering you on every step of the way!)

Hey HR Lady