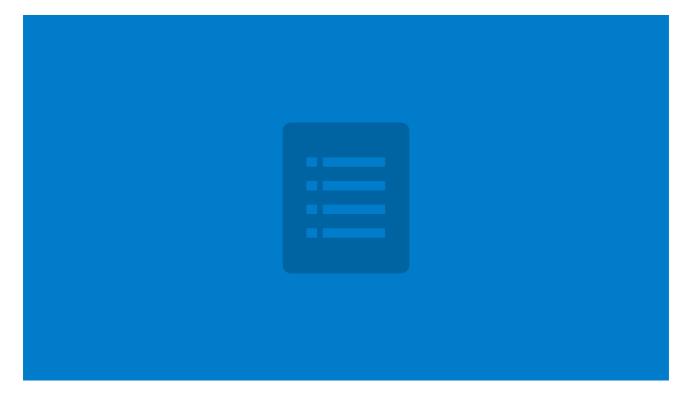# New Hire Checklist - Free PDF

A free checklist to help onboarding new hires and new employees. Copy or download the pdf for free.

1. Submit a job requisition form to HR.

☐ Make the hire official with your HR department before proceeding any further.

2. Complete a background check.

☐ This is essential for many positions to ensure the safety and security of clients and colleagues.

3. Review schedule, and job basics.

☐ This is the chance to contact the employee and clarify the first week's schedule, provide a timesheet if necessary, and supply basic info, like parking rules and dress code.

4. Review job descriptions and duties.

☐ Email the employee a copy of the job description, answer any questions, provide an overview of the functional area, and describe how the employee fits into the department. You can make this part of your new employee welcome letter.

5. Complete all new hire forms.

☐ Doing this before their first day will save both of you time, and let you focus on more important things when they come into the workplace.

6. Prepare team introductions.

☐ Help integrate new employees into your organizational culture. Email their team to introduce the new hire, set up necessary meetings with key staff members, setup a workplace tour, and arrange social lunches or coffee dates.

7. Prepare their work environment.

☐ This includes cleaning their new space, getting business cards, access badges, and IT equipment such as computers, phones, etc.

8. Prepare for new hire training.

☐ Schedule any training and arrange for trainers, equipment, and space as necessary.