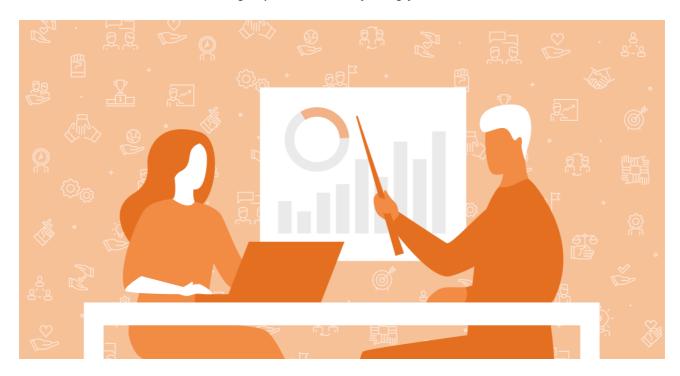
## **Retail Employee Onboarding Checklist**

Use this onboarding checklist to ensure your new employees have an efficient and successful onboarding experience when joining your retail store.



## **DOCUMENTS & SET UP**

Employee folder created (paper and/or digital)
Employee has complete W-9 and other employment documents
Employee has provided direct deposit/bank information
Employee has provided all relevant contact information
Employee has received welcome packet and training documents/manual
Employee has received a copy of the employee handbook
Company culture documents (include dress code, professional ethics and the code of conduct)
Give an overview of the store, mission, and goals
Compensation and benefits documents
Job description and responsibilities
Business cards have been ordered
Name tag has been created and ordered
Employees email has been set up
Employee is set up in your systems (payroll, scheduling, etc)
New schedule has been provided
New hire introduction to other employees