 

Employee Onboarding Checklist

Employee Name: Start Date: Department: Location:

Hiring Manager: Reporting Manager:

 Collect Employee Personal Details

 Have Employee Sign All Employment Contracts  Conduct Background Check

 Conduct Drug Test

 Collect Employee Driver’s License  Collect I-9

 Collect W-4

 Request Laptop

 Request Badge/Access Card

 Request Access to Software/IT Request  Grant Employee access to HR Software  Add Employee access to Payroll Software  Order Business Card

*Disclaimer: All the information contained herein are for informational purpose only please feel free to customize this form as per your need.*