

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.