

# Employee Onboarding Checklist

## Employee Lifecycle // Lesson 8

Organizational	Yes	No
Ensure paperwork is complete	<input type="checkbox"/>	<input type="checkbox"/>
Create an employee profile on your HR software	<input type="checkbox"/>	<input type="checkbox"/>
Grant access to email and other work tools they'll require	<input type="checkbox"/>	<input type="checkbox"/>
Prepare the employee's workstation	<input type="checkbox"/>	<input type="checkbox"/>
Organize essential training	<input type="checkbox"/>	<input type="checkbox"/>
Provide a schedule for their first day	<input type="checkbox"/>	<input type="checkbox"/>
Technical		
Outline job responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
Provide clear goals	<input type="checkbox"/>	<input type="checkbox"/>
Run job-specific training	<input type="checkbox"/>	<input type="checkbox"/>
Schedule weekly check-ins and coaching sessions	<input type="checkbox"/>	<input type="checkbox"/>
Social		
Announce the new employee	<input type="checkbox"/>	<input type="checkbox"/>
Assign them a work buddy	<input type="checkbox"/>	<input type="checkbox"/>
Schedule a welcome lunch	<input type="checkbox"/>	<input type="checkbox"/>
Schedule meetings with key team members	<input type="checkbox"/>	<input type="checkbox"/>