New Employee First Day Checklist

New hire: [Name] | Role: [Job Title] | Manager: [Name] | Buddy: [Name] | Start time: [Time] | Location or video link: [Site / Link]

Times assume a 9:00 start. Shift them for your schedule. Owner in brackets: (Mgr) manager, (HR), (IT), (Buddy), (Emp) new employee.

THE DAY BEFORE

- [ ] (Mgr) Block your calendar from 9:00 to 10:30 and from 4:30 to 5:00; you are the first and last meeting of the day
- [ ] (HR) Confirm the new hire received start time, address or link, parking or transit details, dress code and who to ask for at reception
- [ ] (HR) Remind the new hire which original documents to bring for Form I-9
- [ ] (IT) Laptop, phone, headset and badge ready; logins created and tested on the actual device
- [ ] (Mgr) Desk or workstation cleaned and stocked; name on it if that is your culture
- [ ] (Mgr) Print or share the first week schedule
- [ ] (Buddy) Lunch booked; buddy knows they are the go-to person for small questions
- [ ] (Mgr) Team told who is starting tomorrow and asked to say hello

8:45 TO 9:30: ARRIVAL AND WELCOME

- [ ] (Mgr) Meet the new hire at reception or open the video call yourself; do not delegate this
- [ ] (Mgr) Short tour: workspace, restrooms, break room, exits, first aid and fire assembly point
- [ ] (Mgr) Give the new hire the day's agenda so they know what is coming
- [ ] (Buddy) Quick introduction and coffee

9:30 TO 11:00: PAPERWORK AND SETUP

- [ ] (HR) Review I-9 documents and complete Section 2, or schedule it within the legal window
- [ ] (HR) Collect any forms not finished in pre-boarding: W-4, state tax form, direct deposit, emergency contacts
- [ ] (IT) Hand over equipment; new hire logs in to email, chat, HR portal and core systems while IT is still there
- [ ] (IT) Set up multi-factor authentication and password manager
- [ ] (HR) Issue badge and parking pass; take ID photo if needed

11:00 TO 12:00: THE ROLE

- [ ] (Mgr) Explain why the role exists and how it connects to the team's goals
- [ ] (Mgr) Walk through what good performance looks like at 30 days and at 90 days
- [ ] (Mgr) Explain working hours, breaks, how to call in sick, and how time is recorded
- [ ] (Mgr) Share the team's communication norms: which channel for what, expected response times

12:00 TO 1:00: LUNCH

- [ ] (Buddy) Lunch with the new hire and one or two teammates; company pays if possible
- [ ] (Buddy) Cover the unwritten rules: where people eat, who to ask about what, how meetings really run

1:00 TO 4:30: PEOPLE AND FIRST WORK

- [ ] (Mgr) 15-minute introductions with 3 to 5 people the new hire will work with most
- [ ] (Emp) Shadow a teammate on a real task for at least an hour
- [ ] (Emp) Complete one small, finishable piece of work or training module
- [ ] (HR) Review handbook highlights and collect acknowledgment; leave full policy reading for week one
- [ ] (Emp) Set up workspace, bookmarks, email signature and profile photo

4:30 TO 5:00: END-OF-DAY CHECK-IN

- [ ] (Mgr) Ask what went well, what was confusing and what they still need
- [ ] (Mgr) Fix any access or equipment gap before tomorrow morning
- [ ] (Mgr) Walk through tomorrow's plan and confirm start time
- [ ] (Mgr) Book weekly 1:1s for the next month

REST OF WEEK ONE

- [ ] Day 2: role training block in the morning, shadowing in the afternoon; buddy check-in
- [ ] Day 3: I-9 Section 2 completed by end of day at the latest; required compliance training started
- [ ] Day 4: first independent task with review; meet one stakeholder outside the team
- [ ] Day 5: manager 1:1 to review week one, agree 30-day goals, and ask for feedback on onboarding

SIGN-OFF

All day-one items complete

☐ Yes ☐ No, see notes

Open items and owner

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_____ _____

Manager signature Date

Date

_____