**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=8779&utm_source=template-word&utm_medium=content&utm_campaign=HR+Onboarding+Checklist-word-8779&lpa=HR+Onboarding+Checklist+word+8779)HR Onboarding Checklist Template**

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| --- | --- | --- | --- | --- | --- | --- |
| Employee Information | | |  | |  | |
| **Name:** | | | | | | |
| **Department:** | | | | | | |
| **Employee ID:** | | | | | | |
| **Employee Email:** | | | | | | |
| **Manager:** | | | | | | |
| **Employee Start Date:** | | | | | | |
| **Remote / In-Office Status:** | | | | | | |
| **Preferred Contact Method:** | | | | | | |
| Onboarding |  |  | |  | |  | |  |
| **Activity Type** | **Closed** | **Status** | | **Activity Monitored By** | | **Activity Notes** | | **Status Notes** |
| **Week 1 Activities** | | | | | | | | |
| Meet with manager. | **Yes** | **Complete** | |  | |  | |  |
| Discuss working relationship, communication style, and expectations. | **Hold** | **Not Started** | |  | |  | |  |
| Review key responsibilities and objectives. | **Yes** | **In Progress** | |  | |  | |  |
| Review the company org chart and understand the structure. | **Hold** | **Complete** | |  | |  | |  |
| Discuss company culture and core values. | **Yes** | **Complete** | |  | |  | |  |
| Arrange regular one-on-one meetings with manager. | **Yes** | **Complete** | |  | |  | |  |
| Finalize 30-60-90-day plan and performance goals. | **Yes** | **Complete** | |  | |  | |  |
| Complete HR policies and compliance training. | **Yes** | **Complete** | |  | |  | |  |
| Review employee handbook and company policies. | **Hold** | **Complete** | |  | |  | |  |
| Meet key team members and stakeholders. | **Hold** | **Complete** | |  | |  | |  |
| Complete IT and security training (phishing, password management, etc.). | **Hold** | **Complete** | |  | |  | |  |
| **30-Day Activities** | | | | | | | | |
| Check in with HR about the onboarding experience. | **Yes** | **Complete** | |  | |  | |  |
| Attend company-wide or departmental meetings. | **Hold** | **Complete** | |  | |  | |  |
| Start shadowing team members on key workflows. | **Hold** | **Complete** | |  | |  | |  |
| Receive initial feedback from the manager and peers. | **Hold** | **Complete** | |  | |  | |  |
| Explore internal resources for professional development. | **Hold** | **Complete** | |  | |  | |  |
| Confirm benefits enrollment and payroll details. | **Hold** | **Complete** | |  | |  | |  |
| Participate in a team-building or social activity. | **Hold** | **Complete** | |  | |  | |  |
| Understand the performance review process and expectations. | **Hold** | **Complete** | |  | |  | |  |
| **60-Day Activities** | | | | | | | | |
| Take ownership of key tasks and projects. | **Hold** | **Complete** | |  | |  | |  |
| Request additional job-specific training if needed. | **Hold** | **Complete** | |  | |  | |  |
| Strengthen working relationships across departments. | **Hold** | **Complete** | |  | |  | |  |
| Receive a second round of feedback from the manager. | **Hold** | **Complete** | |  | |  | |  |
| Continue team integration and involvement. | **Hold** | **Complete** | |  | |  | |  |
| Review long-term career development opportunities. | **Hold** | **Complete** | |  | |  | |  |
| Check in with HR for a pulse survey on employee experience. | **Hold** | **Complete** | |  | |  | |  |
| **90-Day Activities** | | | | | | | | |
| Lead a small project or initiative. | **Hold** | **Complete** | |  | |  | |  |
| Conduct self-assessment and discuss progress with the manager. | **Hold** | **Complete** | |  | |  | |  |
| Finalize long-term career development goals. | **Hold** | **Complete** | |  | |  | |  |
| Receive a formal 90-day performance review. | **Hold** | **Complete** | |  | |  | |  |
| Give feedback to HR on onboarding improvements. | **Hold** | **Complete** | |  | |  | |  |
| Fully transition into a role as an independent contributor. | **Hold** | **Complete** | |  | |  | |  |

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