**[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=Blank+New+Hire+Onboarding+Checklist-word-8779&lpa=Blank+New+Hire+Onboarding+Checklist+word+8779)New Hire Onboarding Checklist Template**

|  |
| --- |
| **Name:** Name |
| **Job Title:** Title |
| **Department:** Department |
| **Hiring Manager:** Name |
| **Start Date:** MM/DD/YY |
| **Full Time / Part Time / Contract:** Full time |
| **Remote / In-Office Status:** Description |
| **Referral:** Description |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Preboarding Tasks** | | | | |
| Task | Assigned To | Due Date | Status | Notes |
|  |  |  | **Complete** |  |
|  |  |  | **Complete** |  |
|  |  |  | **Complete** |  |
|  |  |  | **Complete** |  |
|  |  |  | **Complete** |  |
|  |  |  |  |  |

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| --- | --- | --- | --- |
| **First Day Tasks** | | | |
| Task | Assigned To | Status | Notes |
|  |  | **Complete** |  |
|  |  | **Complete** |  |
|  |  | **Complete** |  |
|  |  | **Complete** |  |
|  |  | **Complete** |  |
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|  |  | **Complete** |  |

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| --- | --- | --- | --- | --- |
| **First Week Tasks** | | | | |
| Task | Assigned To | Due Date | Status | Notes |
|  |  | MM/DD/YY | **Complete** |  |
|  |  | MM/DD/YY | **Complete** |  |
|  |  | MM/DD/YY | **Complete** |  |
|  |  | MM/DD/YY | **Complete** |  |
|  |  | MM/DD/YY | **Complete** |  |
|  |  | MM/DD/YY |  |  |
|  |  | MM/DD/YY |  |  |
|  |  | MM/DD/YY |  |  |
|  |  | MM/DD/YY |  |  |
|  |  | MM/DD/YY |  |  |
|  |  | MM/DD/YY |  |  |

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| **First 30/60/90 Days** | | | | | |
| Milestone | Task | Assigned To | Due Date | Status | Notes |
|  |  |  | MM/DD/YY | **Complete** |  |
|  |  |  | MM/DD/YY | **Complete** |  |
|  |  |  | MM/DD/YY | **Complete** |  |
|  |  |  | MM/DD/YY | **Complete** |  |
|  |  |  | MM/DD/YY | **Complete** |  |
|  |  |  | MM/DD/YY | **Complete** |  |
|  |  |  | MM/DD/YY | **Complete** |  |
|  |  |  | MM/DD/YY | **Complete** |  |
|  |  |  | MM/DD/YY | **Complete** |  |
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|  |  |  | MM/DD/YY | **Complete** |  |
|  |  |  | MM/DD/YY | **Complete** |  |

|  |  |  |
| --- | --- | --- |
| **Required Documents** | | |
| Document | Submitted? | Notes |
|  | **No** |  |
|  | **Yes** |  |
|  | **Yes** |  |
|  | **Yes** |  |
|  | **Yes** |  |

|  |  |
| --- | --- |
| **Feedback** | |
| Question | Employee Response |
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