**New Hire Onboarding Checklist Template**

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| --- |
| **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 |

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| **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** |  |
|  |  | **Complete** |  |
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|  |  | **Complete** |  |
|  |  | **Complete** |  |
|  |  | **Complete** |  |
|  |  | **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** |  |
|  |  |  | MM/DD/YY | **Complete** |  |
|  |  |  | MM/DD/YY | **Complete** |  |
|  |  |  | MM/DD/YY | **Complete** |  |

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

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