

Onboarding Checklist Template

An onboarding checklist template is a valuable tool for organizations to ensure that new employees have a smooth transition and integration into the company.

ONBOARDING CHECKLIST				
New Hire/Transfer/Quit/Resign/Retire				
Area	Task & Notes	Responsible Party	Start Date	Completion Date
Area	Task & Notes	Responsible Party	Start Date	Completion Date
Pre-Start	Review and sign all applicable contracts and compliance notices Complete all required pre-employment paperwork Set up all accounts and send communication links Review the onboarding process and timeline	HR		DDMMYY
Day 1	Make sure you are comfortable in the new work area Tour of the workplace and facilities Review company policies and procedures Set up your workstation and necessary equipment Get acquainted with the office culture, terminology, and general values	HR		DDMMYY
Week 1	Review all applicable compliance notices Set up all your accounts and review all applicable notices Learn about company culture, values, and mission Begin training or onboarding activities and tasks Review the company's mission statement and vision	HR		DDMMYY
Week 2	Complete transition meeting (optional) Review responsibilities and report hierarchy (optional) Start working on initial projects or tasks Communicate openly about any work changes or feedback Review the company's values and mission statement	HR		DDMMYY
Week 3	Meet with key stakeholders and managers Set performance goals for the month Review the company's mission statement and vision Review the company's values and mission statement Review a calendar or a different department to learn about the company's overall structure	HR		DDMMYY
Week 4	Complete onboarding training or compliance awareness requirements Review legal and policy notices and feedback (optional) Participate in ongoing events and activities Review and feedback of tasks assigned to you for the month Communicate openly with the company about needs, challenges, and learning opportunities	HR		DDMMYY
Post-Start	Review all your responsibilities and projects Review your performance and self-assessment Review the company's mission statement and vision	HR		DDMMYY

Onboarding New Academic Librarians Template

Xiaolong Qi



Onboarding New Academic Librarians Template:

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Onboarding New Academic Librarians Template Introduction

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