

New hire onboarding checklist

Use this alongside the guide. Updated October 14, 2026.

- ☐ Send manager welcome note within 24 hours of offer acceptance
- ☐ Create onboarding task list with an owner and due date for every item
- ☐ Order and configure equipment at least five business days before start
- ☐ Create accounts and software access, and test logins
- ☐ Send W-4, state withholding form, direct deposit, and policy acknowledgments electronically
- ☐ Share benefits guide and enrollment deadline
- ☐ Employee completes Form I-9 Section 1 by day one
- ☐ Employer completes Form I-9 Section 2 within three business days
- ☐ Report new hire to the state directory within 20 days, or confirm payroll provider files it
- ☐ Provide any state-required wage notice at hire
- ☐ Assign an onboarding buddy and schedule weekly time
- ☐ Share a first-week schedule before day one
- ☐ Write and share the 30, 60, and 90 day plan
- ☐ Schedule manager check-ins at day 30, 60, and 90
- ☐ Send new hire surveys at day 30 and day 90

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