



Onboarding New Employee Checklist

 Show only Checklist

Display Style
Default 

Pre-Start Paperwork & Systems Setup

Tasks completed *before* the employee's first day to ensure a smooth and compliant arrival.

Employee ID Assigned

Enter a number...

Start Date Confirmed

☐ Yes

☐ No



Background Check Start Date

Enter date...

Copy of Identification (e.g., Passport, Driver's License)

 Upload File

Emergency Contact Information

Write something...

I-9 Verification Method Scheduled?

- ☐ In-Person
- ☐ Remote (if allowed)

Signed Offer Letter

 Upload File

Direct Deposit Account Information (if applicable)

Write something...

First Day Welcome & Orientation

Essential activities to welcome the new employee and provide initial introductions and information.

Welcome & Introductions - Manager Welcome

Write something...

Brief Overview of Company History & Mission

Write something...

Department Introduction

- ☐ Front Desk
- ☐ Housekeeping
- ☐ Food & Beverage
- ☐ Kitchen
- ☐ Maintenance
- ☐ Other (Specify)

Team Introductions - Who did they meet?

- ☐ Manager
- ☐ Direct Reports
- ☐ Key Colleagues
- ☐ HR Representative

Tour Completion Date

Enter date...

Initial Workspace Setup - Notes

Write something...

Provided Uniform

☐ Yes

☐ No

Employee Signature Acknowledging Day 1 Overview

Write something...

Role-Specific Training & Procedures

Focused training on the specific duties, responsibilities, and operational procedures of the employee's role.

Review Standard Operating Procedures (SOPs) for [Specific Task/Area]

Write something...

Demonstrate knowledge of point-of-sale (POS) system functionalities (select all that apply)

- ☐ Order Entry
- ☐ Payment Processing
- ☐ Inventory Management
- ☐ Reporting
- ☐ Table Management

Practice guest interaction scenarios (role-play with trainer)

Write something...

Complete assigned tasks/deliveries accurately (initial observation by trainer)

Enter a number...

Review and understand emergency procedures (fire, medical, security)

Write something...

Select appropriate uniform guidelines and expectations

- ☐ Business Professional
- ☐ Business Casual
- ☐ Specific Uniform Details

Explain and practice proper handling of guest complaints/issues

Write something...

Company Culture & Team Integration

Activities designed to immerse the employee in the company culture and facilitate team building.

Team Welcome Message (to be shared)

Write something...

Introductions to Team Members - Confirm Completion

- ☐ Front Desk Staff
- ☐ Housekeeping Team
- ☐ Food & Beverage Team
- ☐ Management
- ☐ Other (Specify)

Discuss Company Values – Examples and Real-World Application

Write something...

Scheduled Team Lunch/Social Event

Enter date...

Shadowing Experience - Employee Feedback

- ☐ Very Positive
- ☐ Positive
- ☐ Neutral
- ☐ Needs Improvement
- ☐ Negative

Discuss Employee Expectations & Feedback

Write something...

Number of casual conversations held with team members (to build rapport)

Enter a number...

Ongoing Support & Performance Check-ins

Scheduled touchpoints and resources to ensure ongoing support and monitor progress.

Schedule 30-Day Check-in Meeting

Enter date...

Schedule 90-Day Performance Review

Enter date...

Notes from 30-Day Check-in (Manager)

Write something...

Notes from 30-Day Check-in (Employee)

Write something...

Action Items from 30-Day Check-in (follow-up required)

Write something...

Notes from 90-Day Performance Review (Manager)

Write something...

Notes from 90-Day Performance Review (Employee)

Write something...

Performance Review Score (if applicable)

Enter a number...

Overall Performance Impression (Manager)

- ☐ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Needs Improvement

Compliance & Legal Requirements

Verification and documentation of all necessary legal and compliance requirements.

I-9 Verification Expiration Date

Enter a number...

E-Verify Completion Date (If Applicable)

Enter date...

State Wage & Hour Law Acknowledgement

- ☐ Acknowledged and Understood
- ☐ Needs Review

Proof of Eligibility to Work (e.g., Passport, Green Card)

 Upload File

Confidentiality Agreement Signed?

☐ Yes

☐ No

Summary of Key Compliance Policies Reviewed (e.g., Harassment Prevention, Data Security)

Write something...

Harassment Prevention Training Completion Date

Enter date...