




Onboarding New Employee Checklist

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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...