



# Onboarding New Employee Checklist

## Pre-Start Paperwork & Systems Setup

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

### Employee ID Assigned

### Start Date Confirmed

☐ Yes☐ No

### Background Check Start Date

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

### Emergency Contact Information

### 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...