

NEW HIRE CHECKLIST

EMPLOYEE INFORMATION

Employee Name		Start Date	
Position		Hiring Manager	

COMPLETE BEFORE EMPLOYEE'S FIRST DAY		Date Completed
☐	Signed Offer Letter	
☐	Complete and Send New Hire Package	
☐	Direct Deposit Form	
☐	TD1 Fed/Prov Forms	
☐	Schedule First Day Orientation	
☐	Generate Asset List	

FIRST DAY ORIENTATION & TRAINING		Date Completed
☐	Company Handbook Overview	
☐	Employee Offer Letter Overview (Wage, Hours, Expenses)	
☐	Roles and Responsibilities	
☐	Occupational Health & Safety Orientation	
☐	Benefits Overview	
☐		

ADMINISTRATIVE TASKS		Date Completed
☐	Set Up Payroll System	
☐	Email Address	
☐	Confluence	
☐	Credit Card	
☐	Laptop	
☐		
☐		
☐		
☐		

Tools & Equipment		Date Completed
☐		
☐		
☐		
☐		
☐		
☐		
☐		

Human Resources		Date
☐	Schedule First-Week Check-In	
☐	Schedule One Month Check-In	
☐	Schedule Three Month Check-In	
☐	Schedule Sixth Month Check-In	
☐	Schedule First Year Check-In	

Hiring Manager Name		Employee Name	
Hiring Manager Signature		Employee Signature	
Date		Date	