

## Onboarding/Orientation Checklist Sample Template

**Employee Name:** *Enter employees name here.*

**Position:** *Enter position title here.*

**Supervisor Name:** *Enter supervisor's name here.*

**Start Date:** *Enter employees start date here.*

**Prior to Start:**

The following orientation tasks must be completed prior to the start date in preparation for the new employee starting.

Task	Person Responsible/comment	Complete
<i>See Sample Orientation Checklist for tasks that may be applicable. Insert or removed more lines if needed</i>	<i>Enter persons name here or comments</i>	Y
		Y
		Y
		Y
		Y

**First Day(s):**

The following orientation tasks must be completed within the 1-3 days of employment to ensure the employee is adequately prepared for the position.

Task	Person Responsible/comment	Complete
<i>See Sample Orientation Checklist for tasks that may be applicable. Insert or removed more lines if needed</i>	<i>Enter persons name here or comments</i>	Y
		Y
		Y
		Y
		Y

New Hire Paperwork Checklist:

Task	Complete
<i>See Sample Orientation Checklist for a list of possible documents required. Please note this is not a full list. Always refer to your employment and governing bodies for a full list of required documentation. Insert or removed more lines if needed</i>	Y
	Y
	Y
	Y
	Y

**Certification/Authorization:**

Please sign below indicating the above checklist has been completed in full.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_