Reel HR New Hire Onboarding Checklist

Build clarity, confidence, and connection from day one.

🧩 Pre-Start (Before Day One)

Goal: Set your new hire up for a confident first day.

- ☐ Send a formal offer letter and signed acknowledgment.

- ☐ Share welcome email with start date, schedule, and first-day logistics.

- ☐ Set up email, systems access, and any necessary credentials.

- ☐ Order laptop/equipment and confirm shipping or pickup.

- ☐ Add new hire to team org chart, communication channels, and distribution lists.

- ☐ Announce the new hire internally with their role and a short bio.

- ☐ Assign an onboarding "buddy" or mentor.

👋 Day One

Goal: Create connection and clarity.

- ☐ Warm team welcome (virtual or in-person).

- ☐ Manager-led role overview: goals, expectations, and success measures.

- ☐ Review company mission, values, and culture.

- ☐ Introduce key teammates and cross-functional partners.

☐ Walk through essential tools (email, chat, HR system, project platforms).

☐ Confirm completion of new hire paperwork (I-9, W-4, direct deposit, etc.).

☐ Review core policies: time off, communication norms, code of conduct.

📚 Week One

Goal: Build understanding and early confidence.

☐ Review 30/60/90-day plan with manager.

☐ Schedule introductory meetings with key team members.

☐ Provide access to role-specific training or SOPs.

☐ Check in midweek to answer questions or adjust expectations.

☐ Share internal resources (handbook, org chart, Slack channels, etc.).

☐ Reinforce company values through daily examples or team rituals.

📅 Month One

Goal: Integrate, engage, and evaluate early fit.

☐ Conduct a 30-day check-in with manager: what's working, what's unclear.

☐ Confirm access to any remaining systems or tools.

☐ Gather early feedback on the onboarding experience.

☐   Recognize early wins or contributions.

☐   Review performance expectations for next 60 days.

🌱 Beyond 90 Days

Goal: Transition from "new hire" to "team contributor."

☐   60-day feedback session: progress against role goals.

☐   90-day review: confirm full integration and set development goals.

☐   Solicit feedback on onboarding to improve future experiences.

☐   Celebrate milestone — welcome officially as a core team member!

💡 Reel HR Tip

Onboarding is your first impression of leadership. Clarity and connection on day one becomes confidence and commitment for the long term.