## **New Hire Checklist**

This is a ready-made checklist template for you to keep organized and track all the tasks one-by-one. You can use the Status column to checkmark your completed tasks.

Pre-Arrival         Send offer letter and contract           Pre-Arrival         Complete background check           Pre-Arrival         Prepare new hire paperwork           Pre-Arrival         Arrange workspace and equipment           Pre-Arrival         Arrange workspace and equipment           First Day         Office four           First Day         Office four           First Day         Review company policits and handbook           First Day         Set up direct deposit           First Veek         Schedue orientation sesions           First Veek         Complete compliance training           First Veek         Oreview of job responsibilities           First Week         Oreview of job responsibilities           First Week         Conduct regular check ins           First Week         Conduct regular check ins           First Week         Conduct regular check ins           First Month         Provide ecologiand           Provide teambolities         Conduct regular check ins           First Month         Provide ecologiand           Ongoing         Offer contruous training           Ongoing         Colectar emiestones           Ongoing         Colectar emiestones           Ongoing         Colectar emiestones	High           High           High           High           High           High           High           Medium           High           Medium           High           High	
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