Employee Onboarding Checklist

Good onboarding protects the organization and helps new people succeed faster. Use it from offer letter through the first 90 days.

BEFORE DAY ONE

	YES	PARTLY	NO	N/A
Written offer letter signed; start date, pay, and classification confirmed.	☐	☐	☐	☐
Background check (if used) completed in line with FCRA and fair-chance rules.	☐	☐	☐	☐
Equipment, accounts, and workspace ready; access limited to what the role needs.	☐	☐	☐	☐

FIRST DAY AND WEEK

	YES	PARTLY	NO	N/A
Form I-9 Section 1 completed by the first day of work and Section 2 within three business days.	☐	☐	☐	☐
Federal and state tax forms, direct deposit, and emergency contacts collected.	☐	☐	☐	☐
Handbook acknowledgment signed; key policies reviewed in person.	☐	☐	☐	☐
Introduced to supervisor, team, and a designated peer contact.	☐	☐	☐	☐

FIRST 90 DAYS

	YES	PARTLY	NO	N/A
30-, 60-, and 90-day check-ins scheduled and documented.	☐	☐	☐	☐
Required training (harassment prevention, safety, role-specific) completed.	☐	☐	☐	☐
Expectations and goals are written and reviewed together.	☐	☐	☐	☐

Criminal history questions: follow Illinois and California fair-chance rules (no questions before a conditional offer in California; individualized assessment in both states).

RED FLAGS TO WATCH

- System access granted before paperwork is done
- No written expectations
- New hire left alone the first week
- Policies sent by link with no conversation

BEST PRACTICES

- Assign a peer contact for the first month
- Ask the new hire what was confusing and fix it for the next person
- Keep onboarding documents in the correct, separate files

Need a hand putting this into action?

IAG builds onboarding systems for small employers, including fair-chance hiring support.

Talk with an advisor: integrityadvisorygroup.org/contact

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