

ESSENTIAL ONBOARDING DOCUMENTS CHECKLIST FOR NEW HIRES

Hiring documents

- ☐ Job offer letter
- ☐ Employment contract

Preboarding documents

- ☐ Form 1-9
- ☐ Form W-4
- ☐ Local tax forms
- ☐ Direct deposit forms
- ☐ Employee information form
- ☐ Preboarding questionnaire

Onboarding documents

- ☐ Employee handbook
- ☐ Organizational chart or employee directory
- ☐ Benefits enrollment
- ☐ Code of conduct
- ☐ 30-60-90 onboarding plan
- ☐ Attendance policy

Other onboarding documents

- ☐ Anti-harassment policy
- ☐ IT policy
- ☐ AI policy
- ☐ Non-disclosure agreements (NDAs)
- ☐ Time-off and vacation request forms
- ☐ Health declarations
- ☐ Work request forms

