

# New Hire Checklist Template

*Add items in each of the relevant categories below. You can give this checklist to your new hire, or store it in a knowledge management system like Tettra. With each new hire, get feedback on the onboarding process and refine what you put on the checklist.*

## **During Your First Day**

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## **During Your First Week**

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## **During Your First Month**

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## **Explicit Information to Know**

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## **Commonly Used Products and Tools**

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## **Frequently Used Processes**

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## Culture and Norms

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