

Onboarding Checklist Template

Systems & People Operations — Sample Template

Purpose

A repeatable onboarding sequence so a new hire's first 90 days don't depend on who happens to be free to walk them through it. Assign an owner for each stage before the start date, not the morning of.

Before Day One

- Equipment ordered and configured
- Accounts and access provisioned
- Welcome email sent with first-day logistics

Day One

- Team introductions
- Systems walkthrough
- Assign an onboarding buddy

Week One

- 30-60-90 day plan agreed with manager
- Culture and systems orientation scheduled

Day 30 / 60 / 90 Check-ins

Milestone	Check-in Date	Notes
Day 30		Ramp check: access, tooling, and initial priorities confirmed
Day 60		
Day 90		