**Onboarding Checklist for HR**

***Employee Information***

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Introduction to the Company***

* Organization and its function
* Corporate Culture
* Company Mission
* Corporate Literature/Video

***New Employee Paperwork***

* W-4 and State Tax Forms
* Direct Deposit Account Setup
* I-9
* Health Insurance Enrollment Forms
* Copy of Employee handbook

***Benefits and Compensation***

* Health, Life, Disability Insurance
* Retirement Benefits
* Educational Assistance
* Credit union
* Stock purchase plan
* Employee Assistance Program
* Child Care
* Pay Procedures
* Salary Increase/Performance Review Process
* Incentive/Bonus Programs
* Paid and Unpaid Leave

***Review physical security/emergency procedures***

* Ensure employee has ID badge
* Provide office keys/codes
* Ensure access to all necessary rooms
* Emergency evacuation/dismissal procedures
* Inclement weather policies/procedures
* Discuss procedures for reporting potential hazards and actions to be taken if injured or if someone is hurt

***Review travel information/policies and procedures***

* Travel reimbursement procedures
* Travel credit card (as applicable)