

# Simple Onboarding Checklist Template

You can adapt this to any small business:

Before Day 1:

- Role description updated
- Email & logins created
- Workspace/tools ready
- Welcome pack prepared
- First-day schedule created

Day 1:

- Warm welcome + tour
- Business story + values shared
- Admin forms completed
- Basic policies explained
- Tools and systems overview
- Shadowing or simple tasks assigned

Week 1:

- Clear weekly goal set
- Daily training focus planned
- At least one short check-in
- Basic SOPs shared (top 3–5 processes)

First 30–90 Days:

- 30-day skill and responsibility goals defined
- Check-ins scheduled (Week 2, Month 1, Month 3)
- Feedback asked from new hire
- Onboarding documents updated based on what worked/didn't