First-day onboarding checklist for managers

New hire: _____

Start date and shift: _____

Manager: _____

Buddy or trainer: _____

Before they arrive

☐ Workstation, locker or truck ready ☐ Uniform, badge, keys ready ☐ Login and time clock set up ☐ Team told who is starting ☐ First week schedule posted

First hour

☐ Welcome and tour (restrooms, break room, exits) ☐ Introduce the team and the buddy ☐ Paperwork: I-9 Section 1, W-4, direct deposit ☐ Walk through the first week schedule

During the shift

☐ Show how to clock in and out and record breaks ☐ Explain call-out and time off requests ☐ Required safety training ☐ Shadow the buddy on core tasks ☐ Lunch with the team or buddy

End of the day

☐ Ask what was confusing ☐ Confirm tomorrow's shift ☐ Explain payday and how to view pay stubs

Questions to follow up on: _____

_____ _____

Manager signature Date

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