



The Onboarding checklist is designed to assist the HR department with the orientation process when hiring a new employee. This process helps HR by automating the steps/processes that need to be completed for every new hire.

Objectives of Onboarding

- Avoid misunderstandings
- Reduce anxiety
- Share company expectations

Job Expectations

- Training requirements
- Job expectations

Minimize administrative problems for the future

- Track notes from each step of the Onboarding process
- Store important documentation for future reference

Onboarding Checklist ✖

Background Check ✓

Note:

Completed background check, no anomalies

*Last updated: Aug 21 2014 4:58PM

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Background Check.doc
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- Benefit Enrollment
- Business Card Application
- Complete I-9 Form
- CPR Certification
- Criminal Record Check
- Direct Deposit / Payroll Information
- Drug Screening
- Employee Orientation
- Handout Tools
- Immunization Records
- Reference Check

Employers use the Onboarding and Offboarding process all in one cloud based solution. As the employer conducts the Onboarding process, they will check the appropriate box to show completion, or they can click on the “blue” hyperlink to order the specific service from BASIC.



Clicking on the note the employer has the capability to save specific notes about each item on the checklist (with a date and time stamp) as well as upload specific support documents for litigation support if needed at a later date.

Offboarding Checklist ✖

- COBRA Enrollment
- Exit Interview
- Garnishment Notification
- Return Keys
- Return of Equipment

Note:

All equipment returned - no issue

*Last updated: N/A

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