Tabzoola

New Hire Onboarding Binder Checklist

What a new employee's binder holds, in the order they need it in the first weeks.

Employee: _____ Date: _____

- [ ] Welcome letter and first-week schedule
- [ ] Who's who: manager, team and key contacts
- [ ] Employee handbook and acknowledgment page
- [ ] Job description and 30-60-90 day goals
- [ ] Payroll, tax and direct deposit forms
- [ ] Benefits summary and enrollment deadlines
- [ ] Time off, attendance and scheduling policies
- [ ] Safety rules and emergency procedures
- [ ] Systems, logins and equipment checklist
- [ ] Training schedule and sign-off sheets
- [ ] Workplace policies: conduct, harassment, IT use
- [ ] Notes and questions for the first check-in

TAB IT: Tabzoola's 10-tab set for this binder

Welcome · Who's Who · Handbook · Job & Goals · Payroll & Forms · Benefits · Time Off · Safety · Systems · Training

Printed on the tabs, collated and 3-hole punched with clear Mylar on every tab: 25 sets are $247.88 ($9.92 a set), every section renamed to yours at no extra cost, with a free PDF proof before anything prints.

tabzoola.com/tabs/employee-handbook-tabs · (847) 397-1200 · made in Schaumburg, Illinois since 1993

An organizing aid, not legal, HR or compliance advice. Follow your organization's own policies and plans.