Pre-Hire Checklist		
Onboarding Task	Task Type	Employee
Change My Photo (optional)	Action	Yes
Change Self-Identification of Disability	Action	Yes
Change Veteran Status Identification	Action	Yes
Change Emergency Contacts	Action	Yes
Manage Payment Elections	Action	Yes
Complete State and Federal Withholdings	To Do - CIC+ Redirect	Yes
Complete Form I-9	Action	Yes
Edit Government IDs	Action	Yes
Enter Personal Information	Action	Yes
Edit Licenses	Action	Yes
Edit Passports and Visas (optional)	Action	Yes
Enter Home Contact Information	Action	Yes
Pre-Hire Policy Acknowledgements	Review Documents	Yes

Post-Hire Checklist		
Onboarding Task	**Task Type**	**Timeframe**
Register for Ping	Action	Day one
Log into Workday	Action	Day one
Order Uniform in Workday	To do-HPI Redirect	Day one
Post-Hire Policy Acknowledgments	Action	Day one
Begin Safety Training Assignments	Action	Day one
Begin Job Related Training Assignments	Action	Week one
Employee Completes First Onboarding Survey	Action	Day thirty
HR Check-in with Employee	Action	First 90 days
Manager Completes 90-day Performance Review	Action	Day ninety
Employee Completes Second Onboarding Survey	Action	Day ninety
Employee Continues Job Related Training Assignments	Action	As needed