

Healthcare Onboarding Checklist

Employee Name:	Department:
Hiring Manager:	Date of Hire:

Task	Items	Date Completed	Notes
Administrative Orientation			
Review qualifications and certifications	<ul style="list-style-type: none"> • Care provider licenses • Certifications • Degree transcripts • Employee references 		
Background check and drug screen	<ul style="list-style-type: none"> • Criminal background check • Employee fingerprint cards • Drug screen • Physical exam • Exclusion screening 		
Collect employee personal details	<ul style="list-style-type: none"> • Full name • Social security number • Mobile phone number • Personal email • Mailing address • Emergency contact 		
Facility Orientation			
Review the employee handbook	<ul style="list-style-type: none"> • Job description • Mission and values • Facility locations • Uniform policy • Operating procedures • Employee parking 		
Complete payment and benefit forms	<ul style="list-style-type: none"> • Direct deposit initiation • Tax forms (I-9, W-4) • Benefits guide and timeline • EAP programs 		
Activate ID badge and online accounts	<ul style="list-style-type: none"> • Photo ID/badge • EMR login • Work email • Drug distribution login 		

Task	Items	Date Completed	Notes
Unit/Department Orientation			
Conduct on-site orientation	<ul style="list-style-type: none"> ● Staff restrooms ● Meal and break areas ● Med/supply rooms ● Unit leaders/offices ● Emergency exits/equipment ● Hospital phone book 		
Distribute equipment	<ul style="list-style-type: none"> ● Respiratory mask fitting ● Protective eyewear ● Patient care equipment ● Cell phone or pager 		
Review unit competencies	<ul style="list-style-type: none"> ● Documentation/charting ● Timekeeping protocol ● Emergency procedures ● Chain-of-command ● Communication modes ● Medical device check-off 		