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

NCIA'S
HUMAN RESOURCES ONBOARDING CHECKLIST

Process	Details	Responsible Person	Date Completed
Start Date Confirmed	☐ Received signed offer letter & employment agreement(s)		
Hardware/Software	☐ Order/configure any needed computer equipment and peripherals ☐ Order/install any required software, apps and user accounts		
HR Reporting Requirements	☐ Report new worker to the State ☐ See I-9 Checklist before 1st day of start ☐ Make copies of Cannabis worker permit and Food Safety Act (where applicable)		
Calendar & Resources	☐ Determine recurring meetings to be placed on calendar ☐ Company Directory, Pay Schedule		
New Hire Information to Relay or Complete	☐ Confirmation of start time ☐ Parking information ☐ I-9 documentation completion ☐ W-4 documentation completion ☐ Policies (Confidentiality, Non-Compete (States where legal only), Inventions/IP Agreement,) ☐ Remind Worker to always have Cannabis Worker Badge on person at all times (States where applicable) ☐ Employee Information Form including Emergency Contacts		

Employee Name:
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NCIA'S
HUMAN RESOURCES
ONBOARDING CHECKLIST

Process	Details	Responsible Person	Date Completed
Training	☐ Harassment and Workplace Violence Prevention ☐ Go over Policies/Procedures in Employee Handbook (Code of Conduct) ☐ Deliver benefits, 401k options, etc (if applicable) ☐ Safety and ADA Training (If required).		
Workspace Setup	☐ Assign workspace; ensure clean and functional with basic supplies ☐ Keys/FOBS ☐ Welcome Letter w/Password and FAQs ☐ Company Swag		
Onboarding	☐ HRIS Information, employment documents captured and filed ☐ I9 Documents completed and filed ☐ Introductions to Staff ☐ Office Tour		