New Teammate Checklist

A thoughtful first week starts before day one. Coordinate access, introductions, and small moments of connection.

Teammate: Taylor | Start date: November 2, 2026 | Buddy: Robin

Welcome / setup task	Owner	When	Area	Status	Notes
Send a personal welcome note	Manager	Before day one	Welcome	Done	Include the first-day plan
Prepare account access	IT buddy	Before day one	Tools	In progress	Email and shared workspace
Introduce the team	Manager	Day one	Connection	To do	Explain who owns what
Walk through current priorities	Buddy	Day one	Context	To do	Share the weekly planner
Complete a first small task	Buddy	First week	Work	To do	Choose a useful, manageable task
Hold a first-week check-in	Manager	End of week one	Feedback	To do	What would make week two easier?

Illustrative example. Replace the sample data with your team's information. Editable version included as a separate Excel download.

Free to adapt and share within your team. Not for resale or redistribution as a template collection.

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Team / project: _____ Period / date: _____

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Blank worksheet - calculate totals manually. The Excel file includes automatic summaries.

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