SOP Template: Documenting Completion of Onboarding Checklist

This SOP describes the process for **documenting completion of onboarding checklist**, ensuring all necessary steps for new employee integration are accurately recorded. It includes verifying checklist items, obtaining required signatures, filing documentation for future reference, and maintaining compliance with organizational policies. This procedure ensures a smooth onboarding experience and accountability for all onboarding activities.

1. Purpose

To establish a standardized procedure for verifying and documenting the completion of onboarding activities for all new employees.

2. Scope

This SOP applies to all HR staff, hiring managers, and supervisors responsible for employee onboarding within the organization.

3. Responsibilities

- **HR Staff:** Oversee onboarding checklist completion, collect documentation, and maintain records.
- **Hiring Manager/Supervisor:** Ensure onboarding tasks are completed and checklist is accurately updated.
- **New Employee:** Complete onboarding activities and acknowledge receipt where required.

4. Procedure

1. **Distribute Onboarding Checklist**
   - HR provides the onboarding checklist to the new employee and hiring manager at the start of onboarding.
2. **Completion of Checklist Items**
   - New employee and hiring manager work together to complete each item on the checklist according to the specified timeline.
3. **Verification of Checklist**
   - Hiring manager reviews the checklist, ensuring all required tasks are marked as completed with supporting notes or documentation as needed.
4. **Obtain Signatures**
   - Checklist is signed and dated by the new employee and hiring manager to confirm completion.
5. **Submission & Filing**
   - Completed checklist is submitted to HR for review.
   - HR reviews for completeness and compliance with organizational standards.
   - HR files checklist in the employee's official personnel record, either electronically or in hard copy per company policy.
6. **Ongoing Review**
   - HR may periodically audit onboarding checklists to ensure compliance with the SOP.

5. Documentation

- Onboarding Checklist Form
- Signed acknowledgment by the new employee and hiring manager
- Supporting documents for onboarding tasks, if applicable

6. Compliance & Record Retention

- All completed onboarding checklists must be retained in accordance with organizational records management and data privacy policies.
- Retention period: [insert applicable retention period, e.g., 3 years]

7. Revision History

Date	Version	Description	Author
2024-06-01	1.0	Initial SOP issued	HR Dept