Warehouse staff onboarding checklist

ONBOARDING CHECKLIST TEMPLATE

Employee _____ Role _____ Start date _____

Buddy or manager _____

Onboarding

From the signed offer to the end of the first month

TASK	DUE	DATE	INITIALS
Before the first day			
☐ Collect their employment paperwork	Before day 1		
☐ Set up their login to the warehouse or order system	Before day 1		
☐ Get their safety footwear and uniform ready	Before day 1		
First day			
☐ Tour the warehouse, exits, first aid kit and fire equipment	Day 1		
☐ Train on manual handling and the safe use of ladders and trolleys	Day 1		
☐ Explain how stock locations are labelled	Day 1		
First week			
☐ Train on picking orders accurately and scanning each item	Week 1		
☐ Train on the packing standard for each product type	Week 1		
☐ Train on labels, courier services and the pickup cut-off	Week 1		
☐ Train on receiving stock and processing returns	Week 1		
First month			
☐ Check their picking accuracy and speed	Month 1		
☐ Hold a 30-day check-in	Month 1		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____