Farm Onboarding Checklist

A farm onboarding checklist for welcoming a new employee or seasonal worker, covering paperwork, safety training, tours and introductions so the first days go smoothly.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Required paperwork collected	☐	☐	☐
Farm tour completed	☐	☐	☐
Safety training given	☐	☐	☐
Equipment instruction scheduled	☐	☐	☐
Work area and housing shown	☐	☐	☐
Emergency plan reviewed	☐	☐	☐
Introductions to crew	☐	☐	☐
Pay and schedule explained	☐	☐	☐
Supervisor assigned	☐	☐	☐
First week check-in set	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Confirm the current paperwork and training rules with the labor department and your advisor.

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