Divorce Checklist

This is a ready-made checklist template for you to keep organized and track all the tasks one-by-one. You can use the Status column to checkmark your completed tasks.

Category	Item Name	Priority	Assignee	Status
Pre-Arrival	Send offer letter	High		
Pre-Arrival	Complete background check	High		
Pre-Arrival	Prepare new hire paperwork	Medium		
Pre-Arrival	Set up work station	Medium		
Pre-Arrival	Create IT accounts	High		
First Day	Greet and welcome	High		
First Day	Office tour	Medium		
First Day	Introductions to team	High		
First Day	Review company policies	High		
First Day	Set up direct deposit	Medium		
First Week	Schedule orientation sessions	Medium		
First Week	Complete compliance training	High		
First Week	Assign mentor or buddy	Medium		
First Week	Overview of job responsibilities	High		
First Week	Set initial goals and expectations	High		
First Month	Review performance objectives	Medium		
First Month	Conduct regular check-ins	Medium		
First Month	Provide feedback and support	Medium		
First Month	Introduce to key stakeholders	Medium		
First Month	Arrange team-building activities	Medium		
Ongoing	Schedule periodic reviews	Medium		
Ongoing	Offer continuous training	Medium		
Ongoing	Encourage feedback	Medium		
Ongoing	Update on company news	Medium		
Ongoing	Celebrate milestones	Medium		
Administrative	Complete benefits enrollment	High		
Administrative	Ensure legal compliance	High		
Administrative	Collect signed documents	High		
Administrative	File and store records	Medium		
Administrative	Update HR systems	Medium		

NOTES & COMMENTS