

First International Hire Onboarding Checklist

Use this checklist alongside our First International Hire Onboarding Comprehensive Guide to ensure you're ready to onboard your first international employee.

For more information, refer to our full [First International Onboarding Checklist](#).

Need more assistance? At Safeguard Global, we're here to help you recruit, hire, and pay your international workforce in full legal compliance through EOR and other workforce enablement solutions. [Contact us today](#) or [explore our Solutions Hub](#).

Employment and legal documentation

Make sure all contracts and other legal documentation is signed.

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| ☐ Prepare locally compliant employment contract | ☐ If needed, prepare data processing agreement |
| ☐ If needed, prepare intellectual property agreement | ☐ Collect employee policy acknowledgment |

Right-to-work and identity verification

Ensure your new employee has the right to work for you.

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| ☐ Collect government-issued ID | ☐ Secure visas or work permits (if applicable) |
| ☐ Verify local address / residency | ☐ Store documentation per local regulations |

Payroll and tax setup

If not employing through an EOR, ensure you're ready to pay your new employee in full compliance (critical before day one).

- ☐ Register employer with local tax authorities
 - ☐ Obtain employee tax ID
 - ☐ Enroll in social security / statutory systems
 - ☐ Configure payroll for local compliance
 - ☐ Confirm payroll cycle, currency, and reporting timelines
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Benefits enrollment

If not employing through an EOR, make sure your new employee is informed about benefits enrollment.

- ☐ Enroll employee in pension / retirement plans
 - ☐ Provide healthcare or insurance access
 - ☐ Explain employer contributions
 - ☐ Communicate country-specific allowances (transport, meal, etc.)
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IT and data security setup

Make sure your new employee can securely access your company's data.

- ☐ Provision device (ship or source locally)
 - ☐ Set up system access and permissions
 - ☐ Ensure data storage meets local regulations
 - ☐ Align with privacy laws (e.g., GDPR, PIPL)
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Cultural onboarding and integration

Help your new employee understand how your team works.

- ☐ Set communication expectations (response times, meetings)
- ☐ Define time zone overlap / async workflows
- ☐ Provide cultural context and working norms
- ☐ Introduce key stakeholders

[Contact us today](#)

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