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what is a checklist checklists control lists or verification lists are formats designed to perform repetitive activities to verify a list of requirements or to collect data in an orderly and systematic manner

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an onboarding checklist serves as a way for hiring managers to organise the steps to take when guiding new employees in their first days weeks and month in the workplace an onboarding checklist ensures that new employees have the necessary resources and tools to perform their job effectively

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