**New Employee Onboarding Checklist**

Check all that apply:

**Job Duties and Obligations**

[ ]  **-** Call the new employee to:

[ ]  **-** Corroborate start date, work’s address, parking and dress code.

[ ]  **-** Provide co-worker’s name.

[ ]  **-** Get information about the employee’s computer or equipment requirements.

[ ]  **-** Prepare employee’s calendar for the first two weeks by adding any scheduled meeting relevant to the new employee.

[ ]  **-** Plan the employee’s first assignment.

**Socialization**

[ ]  **-** Notify the relevant team or department of the new employee and inform start date, employee’s role, and bio.

[ ]  **-** Coordinate a lunch between the new employee and the appropriate person(s) or team member(s) for the first day or during the first week.

[ ]  **-** Select a co-worker to provide suggestions and tips to the new employee.

[ ]  **-** Show the building/office to the new employee.

**Work Environment**

[ ]  **-** Prepare parking.

[ ]  **-** Provide the new employee with business cards, name plate, and uniform if needed.

[ ]  **-** Add new employee to email lists correspondingly.

[ ]  **-** Coordinate the phone and computer installation.

[ ]  **-** Direct employee on how to get extra supplies.

[ ]  **-** Explain relevant policies such as the process for overtime, vacation, holidays, and sick days.