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.