**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.