

# 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.