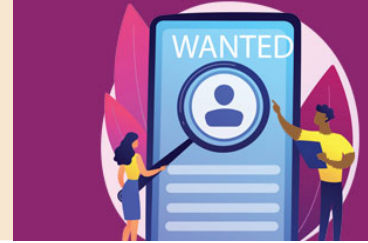


CHECKLISTS

Onboarding resources | Pre-hire



WORKSPACE SET-UP CHECKLIST

Here are the minimal items the process owner should do to set-up the employee before their first day.

- If working in the office, set up their work area with the needed equipment and supplies, and any ADA accommodations.
- If working remotely, gather the necessary equipment and supplies and schedule a time for the employee to pick up the items.
- Set up their computer logon and arrange for access to common drives, calendars, web conferencing tool, Workday, etc.
- Order office or work area keys or schedule a time to get their identification card on the first day.
- Order mobile phone (if applicable).
- Order business cards and a name plate (if needed).
- Arrange for parking on the first day (if needed).
- Add the employee to relevant email lists.
- Add the employee to regularly scheduled meetings.
- Order/select a welcome gift for first day (optional).

KEY MEETINGS CHECKLIST

Schedule the following meetings with key people during the new employee's first week. The manager will need to give the process owner this information and the process owner will schedule the meetings.

- Meeting with their direct manager (this should be on the first day).
- Meeting with someone to give the new employee a tour of the building (if they aren't working remotely).
- Meeting with HR, if needed, to complete new employee paperwork.
- Meetings with people with whom the employee will regularly work.
- Meetings with appropriate stakeholders or customers.
- New employee orientation.
- Team lunches (optional).
- Engagement with other management teams or executive leadership, if appropriate.