##

## **Onboarding Checklist**

**Pre-First Day - 2 weeks in advance**

[ ]  Salary & benefits info shared with intern

[ ]  Signed internship agreement received

[ ]  Create email address and user names

[ ]  Add to necessary group email list

[ ]  Physical location of intern desk identified, equipment ordered and available - computer, monitor, keyboard, mouse, additional software, etc.

**First Day**

[ ]  W4, I9, Welcome Sheet completed

[ ]  On-Time Payroll set-up and employee self-service login

[ ]  Office walk-thru, building keys and culture overview

[ ]  Emergency Contacts

[ ]  Job Description

[ ]  Additional hire paperwork

[ ]  Agency specific policies

[ ]  Name badge and building access

[ ]  Map to agencies around the Capital Mall (if applicable)

[ ]  Organizational chart of intern’s agency/unit

[ ]  Acronym guide

[ ]  Internship agreement

[ ]  Welcome email sent to All Staff

**Post-First Day**

[ ]  Provide intern with orientation survey

[ ]  Add to any relevant events

[ ]  Add to agency events calendar

[ ]  Add to team portal contact page

[ ]  Add to our organizational chart if necessary

[ ]  Order business cards if necessary

[ ]  Schedule regular check-ins