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## **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