



PRE-BOARDING CHECKLIST

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- Send welcome email (template in guidebook)
- Send out email to department/team about new hire's background, experience, and start date
- Prepare new hire's workspace
 - Clean work area
 - Order/install telephone
 - Confirm new hire's telephone extension is working
 - Order supplies, business cards, name plate
- Alert IT of new hire's start date to arrange the following:
 - Computer access
 - Email set-up
 - Phone & voicemail set-up
- Schedule meetings to meet the executives and with team members for new hire's first week
- Select an Onboarding Mentor to include employee during their transition phase
- Prepare department welcome packet for first day with helpful resources
- Add new hire to team meeting invites
- Add employee to organizational/team chart

Set calendar reminder for birthday and work anniversary