EXTERNAL EMPLOYEE ONBOARDING CHECKLIST

Before Employee's First Day:

- ☐ Ask employee to provide equipment needs
- ☐ Order employee's equipment
- ☐ Turn network port on
- ☐ Request NetID and password
- ☐ Request email address
- ☐ Request parking pass
- ☐ Set up employee's computer
- ☐ Make sure community printer is set up on computer, if applicable
- ☐ Set up telephone and voicemail
- ☐ Create and send internal announcement about new hire
- ☐ Provide new hire with start time and where to report to on first day

Employee's First Day/Week:

- ☐ Introduce new hire to staff and provide tour of facility
- ☐ Explain office equipment procedures (Ex: mail pick-up and copy machine)
- ☐ Stock desk with any miscellaneous office supplies needed
- ☐ Request building access
- ☐ Request IRIS access
- ☐ Request third party system accesses (Ex: Adobe Creative Cloud, Archibus, Calero Pinnacle, DFWorks, etc.)
- ☐ Set up telephone voicemail
- ☐ Join all applicable listservs
- ☐ Order business cards
- ☐ Schedule any required training
- ☐ Review safety/emergency procedures (UT Alert)
- ☐ Discuss role expectations, responsibilities, and probationary period
- ☐ Discuss requests for time off, timesheets, dress code, etc.
- ☐ Update department website with new staff information