

## INTERNAL EMPLOYEE ONBOARDING CHECKLIST

### Before Employee's First Day:

- Ask employee to provide equipment needs
- Order employee's equipment
- Turn network port on
- 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

### 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
- Transfer parking location
- Request IRIS access
- Request ESS access
- Request third party system accesses, (Ex: Archibus, Calero Pinnacle, DFWorks, etc.)
- Set up telephone voicemail
- Update applicable listservs
- Transfer Adobe Creative Cloud, if applicable
- Order business cards
- Schedule any required training
- Update department website with new staff information