

Onboarding Checklist for Technology Staff

Employee Information

Name
Position / Title
Start Date
Supervisor

Pre-Arrival

Task	Completed
Prepare workstation (desk, chair, accessories)	
Order and configure laptop/computer	
Create email and system accounts	
Grant access to necessary tools (VPN, repositories, software)	

First Day

Task	Completed
Welcome and introductions	
Office tour and orientation	
Review onboarding schedule	
Setup workstation and logins	
Distribute ID badge/access card	

First Week

Task	Completed
Introduction to IT policies and security protocols	
Overview of internal systems and tools	

Meet with team members

Begin initial training sessions

First Month

Task	Completed
Complete all mandatory trainings	
Set up regular check-ins with supervisor	
Access all project repositories and resources	
Review initial projects or assignments	
Submit questions/feedback about onboarding	