

IT Department Employee Onboarding Checklist

Account Setup

- ☐
- ☐
- ☐
- ☐

Device Provisioning

- ☐
- ☐
- ☐
- ☐

Software Installation

- ☐
- ☐
- ☐
- ☐

Access & Permissions

- ☐
- ☐
- ☐

IT Orientation

- ☐
- ☐
- ☐

Miscellaneous

- ☐
- ☐