IT Onboarding Checklist

Employee Information

Full Name

Email

Position

Start Date

Department

Pre-Onboarding

☐ Create network/email account

☐ Prepare and assign hardware

☐ Install required software

☐ Provide system/application access

First Day Tasks

☐ Introduction to IT policies

☐ Hand over devices

☐ Educate about password/security best practices

☐ Setup VPN & remote access

Additional Notes