**New Joiner Onboarding Checklist**

**Before Onboarding:**

* An entry pass to the company or office area should be issued to the new joiner via email to facilitate a smooth entry on their first day.

**Pre-Arrival Communication:**

* If the new joiner is from a different city, vehicle details should be gathered in advance to allow for parking arrangements to be made and to avoid any delays on their first day.
* Details of the new joiner should be shared with reception to ensure they can be directed to the correct cabin for introductions.
* A comprehensive welcome email should be provided by HR, elaborating on all details, including:
  + Dress code.
  + Reporting time
  + Location of the office and parking
  + What to bring (e.g., ID, laptop)

**Onboarding Day:**

**Essential Steps After Getting a New Laptop:**

* System updates (Windows Update, macOS Software Update) should be performed to ensure security patches and performance improvements are applied.
* Antivirus and anti-malware software should be installed to protect the system from online threats.
* Essential applications should be installed, including:
  + Web browser (Chrome, Firefox, etc.), Office suite (Microsoft Office, LibreOffice), PDF reader (Adobe Acrobat Reader DC, Foxit Reader), File compression tool (7-Zip, WinRAR)
* Additional applications may be installed, such as communication tools (Slack, Microsoft Teams), project management tools (Asana, Trello), or development tools (code editors, IDEs) depending on the specific role of the new joiner.

**Documentation:**

* A documented reference guide covering company policies and procedures, benefits and leave information, and emergency contact details should be provided to the new joiner.

**Meeting Your Team:**

* Introductions to team members will likely be facilitated by the manager or HR representative.
* Project allocation will be communicated, informing the new joiner about the projects they will be working on.
* Points of Contact (POCs) will be identified:
  + Technical: The person(s) to reach out to for technical questions or assistance (e.g., senior developer, team lead) will be designated.
  + Managerial: The direct manager for performance reviews, project guidance, or career discussions will be established.

**Understanding Team Structures:**

* The specific team the new joiner will be working in will be clarified.
* The way their team fits within the larger company structure will be explained.

**Time Sheets:**

* The company's policy on recording work hours will be explained. This may involve a web portal, software, or physical timesheets.

**Version Control System (Git):**

* (If applicable) Git access will be granted to the new joiner to track code changes and manage versions for development or collaboration purposes.
* Training or guidance on using Git commands and collaborating on projects through Git repositories may be provided.

**Group Access and File Management:**

* The company's method for managing file access will be explained. This may involve granting access to specific folders or shared drives.
* Instructions on how to fetch (download) necessary files and documents from a centralized location like a company document management system will be provided.

**Access and Support:**

* Clear instructions on accessing and using the specific software for attendance and leave management will be provided.
* A mentor, manager, Point of Contact (POC), and/or buddy will be assigned to the new joiner for ongoing support and clarification of any doubts.

**Role Clarity:**

* The new joiner's role, responsibilities, and expectations will be clearly defined on their first day.