Onboarding Assistance Form

Employee Details

Name: _____

Employee ID: _____

Department: _____

Start Date: _____

Onboarding Checklist

1. Employee Handbook Review

   - Acknowledge receipt and understanding of the employee handbook:

   - Date: _____   Signature: _____

2. Work Equipment Allocation

   - List of items provided (laptop, phone, access card, etc.):

   - Acknowledge receipt of items:

   - Signature: _____

3. IT System Access Setup

   - Systems Access Granted (Email, Intranet, etc.):

   - Date: _____   Signature: _____

4. Security Badge and Building Access

   - Acknowledge receipt of security badge:

   - Building access levels granted:

   - Signature: _____