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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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