NEW HIRE FIRST-DAY CHECKLIST

Use this checklist as a sample to build your own. Save it as a PDF and upload it to the lesson.

- ☐ Team introduction (online or in person)

- ☐ Set up your workspace

- ☐ Get building security tools (e.g., ID card, key, entry card, code)

- ☐ Complete legally required paperwork (e.g., I-9, W-4, noncompete agreement, nondisclosure agreement)

- ☐ Payroll setup and review (e.g., direct deposit form, voided check, schedule confirmation)

- ☐ Benefits setup and review (e.g., enroll in portal, complete forms, confirm deadlines)

- ☐ Provide proof of certification, if applicable (e.g., accounting, sales, HR)

- ☐ Tour and/or map of building highlighting need-to-know spots (e.g., break room, bathroom, supplies, conference room, parking)

- ☐ Tech setup (e.g., computer, headset, phone)

- ☐ Get online security tools (e.g., password keychain, VPN, HRIS)

- ☐ Sign on to team software (e.g., messaging, job-specific subscriptions, project management)

- ☐ Review company documents (e.g., organizational chart, employee handbook, security policies, mission and vision)

- ☐ Introduction to buddy or peer mentor

- ☐ Review onboarding schedule and set first-week goals

- ☐ Schedule recurring one-on-one with manager