Octank Corporation Onboarding Checklist

Welcome to Octank Corporation! To ensure a smooth start to your journey with us, please complete the following three tasks before your first day.

Task 1: Complete New Hire Paperwork

- Fill out and sign the W-4 Form

Deadline: Please complete this task at least 3 days before your start date.

Task 2: Set Up Your Technology

- Create your Octank Corporation email account

Deadline: Please complete this task at least 1 day before your start date.

Task 3: Prepare for Your First Day

- Review the Company Overview document (attached to your welcome email)

Deadline: Complete this task before 9 AM on your start date.

If you have any questions or concerns about these tasks, please don't hesitate to reach out to your HR representative, Sarah Johnson, at sarah.johnson@example.com or (555) 123-4567.

We're excited to have you join the team and look forward to meeting you soon!