

New Hire Onboarding Checklist

Document ID: HR-ONB-001 **Effective Date:** January 1, 2024 **Last Updated:** February 2024 **Owner:** People Operations **Applies To:** All New Employees

Welcome to NovaTech!

This checklist guides you through your first 90 days. Complete each section to ensure a smooth onboarding experience.

Before Your First Day

What You'll Receive

- Welcome email with start date details
- Equipment shipped to your address (laptop, accessories)
- Login credentials (temporary password)
- Calendar invites for first week
- Link to this checklist

What To Prepare

- Verify your shipping address is correct
 - Ensure reliable internet connection
 - Set up quiet workspace
 - Review offer letter and company information
 - Prepare questions for your first day
-

Day 1: Welcome & Setup

Morning (First 2 Hours)

HR Orientation - [] Join welcome call with HR - [] Complete I-9 verification (bring documents) - [] Review benefits overview - [] Sign remaining paperwork

System Access - [] Log in to Okta (okta.novatech.com) - [] Set up MFA (two-factor authentication) - [] Change temporary password - [] Verify email access (Gmail)

Afternoon

Meet Your Manager - [] 1:1 with your manager (30-60 min) - [] Discuss expectations and goals - [] Review team structure - [] Get introduced to team members

IT Setup - [] Set up laptop (follow IT-ONB-001 guide) - [] Install required software - [] Configure Slack - [] Test VPN connection

End of Day 1

- Update Slack profile (photo, title, timezone)
 - Review tomorrow's calendar
 - Note any questions or issues
-

Week 1: Foundation

Administrative Tasks

- Complete benefits enrollment (within 30 days)
- Set up direct deposit in Workday
- Review and acknowledge policies:
 - Employee Handbook
 - Code of Conduct
 - Security Policy
 - Acceptable Use Policy
- Complete security awareness training
- Submit home office equipment requests (if needed)

Meet Your Team

- Attend team standup/meeting
- 1:1s with immediate team members
- Lunch (virtual coffee) with team
- Understand team communication norms

Learn the Basics

- Review team documentation and wiki
- Understand your team's projects
- Set up development environment (if applicable)
- Get access to relevant systems

Tools to Set Up

Tool	Purpose	Guide
Okta	Single sign-on	IT-ACC-001
Slack	Communication	IT-SW-010
Gmail	Email	IT-SW-011
Workday	HR self-service	HR-SYS-001
1Password	Password manager	IT-SEC-025
Zoom	Video meetings	IT-SW-012
Linear/Jira	Project tracking	[Team-specific]
GitHub	Code repository	IT-SW-003

Week 2: Deeper Dive

Company Knowledge

- Attend company all-hands (if scheduled)
- Review NovaTech products overview
- Understand company mission and values
- Learn about different departments

Role-Specific

- Begin role-specific training
- Shadow team members on key tasks
- Start on first small project/task
- Review relevant documentation

Relationships

- Meet with cross-functional partners
- Schedule 1:1s with stakeholders

- Join relevant Slack channels
- Attend optional social events

Week 2 Check-in

- 1:1 with manager: Review progress
 - Address any blockers or concerns
 - Adjust onboarding plan if needed
-

Weeks 3-4: Building Momentum

Contribute

- Take on meaningful tasks
- Ask questions (there are no dumb questions!)
- Document what you learn
- Provide fresh perspective feedback

Learn the Business

- Product demos or training
- Customer stories/case studies
- Competitor overview
- Industry context

Expand Network

- Meet with mentor (if assigned)
- Coffee chats with people outside your team
- Join interest-based Slack channels
- Attend optional learning sessions

30-Day Check-in

- Formal 30-day review with manager
 - Discuss initial feedback
 - Set preliminary 90-day goals
 - Benefits enrollment deadline (Day 30)
-

Days 31-60: Growing Contribution

Increase Ownership

- Take on larger project components
- Begin making independent decisions
- Present work to team (if appropriate)
- Collaborate across teams

Deepen Expertise

- Complete required certifications/training
- Deep dive into your area
- Identify improvement opportunities
- Share knowledge with team

Build Relationships

- Expand cross-functional relationships
- Understand how other teams work
- Participate in team activities
- Give and receive feedback

60-Day Check-in

- Mid-point review with manager
 - Progress toward 90-day goals
 - Address any challenges
 - Adjust expectations if needed
-

Days 61-90: Full Integration

Full Contribution

- Own significant work independently
- Contribute to team planning
- Mentor newer team members (if applicable)
- Drive improvements in your area

Company Integration

- Understand company strategy
- Participate in company initiatives
- Contribute ideas and feedback
- Represent team in cross-functional work

Professional Development

- Identify growth areas
- Discuss career development with manager
- Set up L&D budget usage plan
- Join professional communities

90-Day Review

- Formal 90-day review with manager
 - Review against initial goals
 - Set ongoing performance expectations
 - Confirm successful onboarding
-

Required Training

Complete within your first 90 days:

Training	Due By	Duration	Platform
Security Awareness	Day 7	1 hour	Knowbe4
Code of Conduct	Day 7	30 min	Workday
Anti-Harassment	Day 30	1 hour	Workday
Privacy & Data Protection	Day 30	45 min	Workday
Product Overview	Day 30	2 hours	Internal
Manager Training (if applicable)	Day 60	4 hours	Workday

Key People to Know

Your Support Team

Role	Name	Purpose
Manager	[Assigned]	Day-to-day guidance
HR Business Partner	[Assigned]	HR questions
Buddy	[Assigned]	Informal questions
IT Contact	IT Help Desk	Technical issues

How to Find Help

- **HR Questions:** hr@novatech.com or #ask-hr
 - **IT Issues:** it@novatech.com or #it-help
 - **General Questions:** Your buddy or manager
 - **Benefits:** benefits@novatech.com
-

Important Links

Resource	Link	Purpose
Okta	okta.novatech.com	Single sign-on
Workday	workday.novatech.com	HR, benefits, time off
Slack	novatech.slack.com	Communication
Confluence	wiki.novatech.com	Documentation
IT Service Desk	it.novatech.com	IT requests
Benefits Portal	benefits.novatech.com	Benefits info

Onboarding Feedback

Help us improve! After your first 90 days:

- Complete onboarding survey (sent automatically)
 - Share feedback with HR
 - Suggest improvements
-

Quick Reference: Key Policies

Policy	Key Points
PTO	15-25 days based on level, plus holidays
Remote Work	Remote-first, international up to 4 weeks/year
Expense	Use Ramp, submit within 30 days
Equipment	Laptop provided, \$500 home office stipend
L&D	\$2,500 annual budget

Congratulations!

Welcome to the NovaTech team. We're excited to have you!

Questions? Reach out to your manager, buddy, or HR anytime.

Related Documents: IT Onboarding Guide (IT-ONB-001), Benefits Guide (HR-BEN-001), Employee Handbook (HR-EMP-001)