

Auxilium Corp New Employee Onboarding Checklist

Congratulations on joining Auxilium Corp! Complete these steps within your first 30 days.

Week 1: Getting Started

- Submit signed offer letter and NDA to HR (hr@auxilium.com).
- Complete tax forms (W-4, state withholding) and direct deposit form via HR Portal.
- Attend virtual orientation (Zoom link emailed 2 days prior).
- Set up company email, Slack, and VPN with IT credentials (it.support@auxilium.com).
- Review Employee Handbook and acknowledge receipt in HR Portal.

Week 2: Settling In

- Schedule a 1:1 meeting with your manager to discuss goals.
- Complete mandatory compliance training (link in welcome email).
- Return equipment agreement (laptop, monitor) to IT by Day 10.

Week 3–4: Integration

- Join a team lunch or virtual coffee chat (details from your manager).
- Explore the intranet for resources (intranet.auxilium.com).
- Submit any outstanding questions to HR via Slack (#new-hire-help).

Need assistance? Contact HR at 555-0199.