

Onboarding Checklist for New Hires at Nexus Innovations

1. Complete New Hire Paperwork
2. Set Up Your Workstation
3. Review Company Policies and Procedures
4. Meet Your Team and Manager
5. Participate in an Orientation Session

1. Complete New Hire Paperwork

Please ensure you complete all required forms, such as tax documents, benefits enrollment, and direct deposit information. You will receive an email with links to the necessary forms. Completing these tasks promptly will allow us to set up your employee profile in our company system and ensure you're ready for payroll and benefits. For assistance, please contact *Olivia Carter* from HR at olivia.carter@nexusinnovations.com

2. Set Up Your Workstation

On your first day, you'll be provided with your workstation, which includes your computer, monitor, and any other tools required for your role. A member of the IT team will assist you with setting up your device, logging into your company accounts, and ensuring you have access to all relevant software and systems. This setup is crucial for a smooth start. For any technical issues, please reach out to *Daniel Lee* from IT at daniel.lee@nexusinnovations.com.

3. Review Company Policies and Procedures

You'll be given access to our employee handbook, which covers essential information like company policies, dress code, remote work guidelines, and more. Make sure to read through the entire handbook to familiarize yourself with Nexus Innovations' culture and values. If you have any questions, feel free to reach out to *Sarah Jenkins* from HR at sarah.jenkins@nexusinnovations.com.

4. Meet Your Team and Manager

Your first day will include introductions to your immediate team members and supervisor. You'll receive an overview of the team's current projects and your role in supporting them. This is a great time to ask questions and start building relationships with your team. For any team-related questions, contact *Ethan Marshall*, your team lead, at ethan.marshall@nexusinnovations.com.

5. Participate in an Orientation Session

You'll be scheduled for an orientation session to learn about Nexus Innovations' history, values, and the internal processes we follow. During this session, you'll also get a tour of the office and an overview of the tools we use to collaborate effectively. This is a great opportunity to understand how your role fits into the larger picture. For orientation-related inquiries, reach out to *Maya Roberts* from the Learning & Development team at maya.roberts@nexusinnovations.com.