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## IT On-boarding Checklist

### Before your new hire's first day

- Coordinate with the hiring manager and the HR department to collect information that will help you prep IT setup. Make sure you have new hires':
  - Names
  - Contact details
  - Job titles
  - Departments
  - Starting dates
  - Software they'll need for their jobs
- Order equipment new hires will need, including:
  - Laptop
  - Monitor
  - Mouse
  - Keyboard
  - Cables
  - USB sticks
  - Phone
- Determine which software, tools and access rights new hires need. This can include:
  - Company email
  - Internal messaging (e.g. Glip)
  - Productivity tools (e.g. Trello, Deskttime, Glip, Google Drive, Zoom, Jitsi)
  - Reports and templates with branding guidelines
  - Spreadsheets
- Get approval from the senior management team to set up new accounts.
- Invite new hires to join corporate accounts and send them setup guidelines.
- If applicable, contact new hires or their hiring managers to learn their preferred tech equipment.

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## On your new hire's first day

- Prepare new hires' desk with necessary hardware, like:
  - Computer
  - Phone
  - Printer
  - Notepads
  - Pens
  - Paper
  - Biometric ID or temporary PIN
- Schedule 1:1 meetings to help new hires properly:
  - Set up company accounts, if they haven't already:
    - Email
    - Company messaging
    - Password security (e.g. LastPass)
  - Configure WLAN connection settings (computer and mobile)
  - Install anti-virus software
- Provide digital or physical copies of manuals for hardware and software so that new employees can reference them when needed.
- Explain how to use corporate office equipment, like:
  - Projectors
  - Video conference tools
  - Printer and Copier
  - Fax machines
  - Owl Webcam, FB Portal, Alexa, Smart Devices
- Ensure all new hires understand and sign data privacy agreements.
- Describe visitors policy.
- Train new hires on how to secure their workstations. For example, make sure they know:
  - How to store physical and digital files
  - How to share sensitive data
  - How to lock their computer and desk
- Explain how new hires should reach you if they have any technical issues. Include your:
  - Location
  - Email and phone

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- Username, if you communicate via a messaging application
  - Formal procedure to request technical assistance

## During new employee's first week or month

- Check in with new hires to see if they've properly installed all software.
- If necessary, schedule trainings on:
  - Security policies
  - Best practices when using office equipment
  - Productivity tips for commonly used tools
- Answer specific questions new hires may have after using tools for a while.
- Sign new hires up for routine security training exercises.