

Document 3

Southstar Tech Solutions

Employee Onboarding Security Checklist

Version: 1.0

Effective Date: January 2026

Owner: IT Operations & HR Security

1. Purpose

This checklist ensures that all new employees at Southstar Tech Solutions are securely onboarded with the appropriate access, security controls, and awareness training.

2. Scope

Applies to:

- Full-time employees
 - Contractors
 - Temporary staff
 - Remote and on-site personnel
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3. Pre-Onboarding Steps

Task	Responsible Team
Background verification	HR
Role confirmation	Hiring Manager
System access plan defined	IT Operations

4. Day-One Security Setup

Account Creation

- Corporate email account created
- Okta identity created
- Access to required systems provisioned

Device Provisioning

- Laptop configured with security policies
- CrowdStrike endpoint protection installed
- Disk encryption enabled

Network Access

- VPN credentials issued
 - MFA enabled for all services
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5. Security Awareness

New hires must complete:

- Cybersecurity awareness training
- Phishing simulation training
- Data handling and privacy training

Deadline: Within 7 days of start date

6. Access Control Verification

- Confirm least-privilege access
 - Remove any temporary access granted during setup
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7. Documentation

- Employee signs Acceptable Use Policy
 - NDA and security agreements signed
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8. Offboarding Security Reference

If employee leaves:

- Access revoked immediately
 - Accounts disabled
 - Devices returned and wiped
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9. Tools Used

Tool	Purpose
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Okta	Identity setup
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ServiceNow	Access tracking
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CrowdStrike	Endpoint security
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Veeam	Backup verification
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10. Review Cycle

Reviewed annually or when security requirements change.