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# New Employee Checklist

Free New Employee Checklist with AI customization. Industry-specific guidance for new employee checklist. Build your checklist now.

## Pre-Arrival Setup

- ☐ Confirm start date and time
- ☐ Send welcome email with details
- ☐ Prepare workspace assignment
- ☐ Order computer and equipment
- ☐ Create building access credentials
- ☐ Set up phone extension
- ☐ Prepare employee handbook
- ☐ Create name plate and business cards
- ☐ Arrange parking or transit pass
- ☐ Schedule first-week meetings
- ☐ Assign onboarding buddy
- ☐ Prepare welcome package

## First Day Documentation

- ☐ Verify identity documents
- ☐ Complete I-9 Form
- ☐ Process tax withholding forms
- ☐ Enroll in health insurance
- ☐ Set up retirement plan
- ☐ Complete beneficiary forms
- ☐ Sign confidentiality agreement
- ☐ Review and sign policies
- ☐ Complete emergency contacts
- ☐ Process direct deposit
- ☐ Issue employee ID
- ☐ Take professional photo

## Workspace & Equipment

- ☐ Show assigned workspace
- ☐ Provide desk supplies
- ☐ Set up computer/laptop
- ☐ Configure monitors
- ☐ Provide keyboard and mouse
- ☐ Set up desk phone
- ☐ Adjust chair and desk
- ☐ Provide filing supplies

- ☐ Show supply storage
- ☐ Explain equipment policies
- ☐ Provide headset if needed
- ☐ Set up printer access

## System Access Setup

- ☐ Create network login
- ☐ Set up email account
- ☐ Configure calendar
- ☐ Grant file share access
- ☐ Set up chat/messaging apps
- ☐ Provide software licenses
- ☐ Configure VPN if remote
- ☐ Set up timesheet system
- ☐ Grant database access
- ☐ Configure phone system
- ☐ Set up web applications
- ☐ Enable security protocols

## Orientation & Training

- ☐ Conduct office tour
- ☐ Explain emergency procedures
- ☐ Review company mission/values
- ☐ Introduce team members
- ☐ Explain organization structure
- ☐ Review job responsibilities
- ☐ Set performance expectations
- ☐ Schedule training sessions
- ☐ Provide learning resources
- ☐ Explain policies and procedures
- ☐ Discuss company culture
- ☐ Set development goals

## Integration Activities

- ☐ Schedule team lunch
- ☐ Arrange department meetings
- ☐ Set up mentor sessions
- ☐ Plan shadow opportunities
- ☐ Include in team meetings
- ☐ Add to project teams
- ☐ Introduce to stakeholders
- ☐ Join relevant committees
- ☐ Include in social events
- ☐ Add to communication channels
- ☐ Share team calendars

- ☐ Connect with peers

## First Week Milestones

- ☐ Complete all paperwork
- ☐ Finish IT setup
- ☐ Attend orientation sessions
- ☐ Meet all team members
- ☐ Understand basic job duties
- ☐ Know how to get help
- ☐ Access all needed systems
- ☐ Complete required training
- ☐ Establish work routine
- ☐ Set up workspace fully
- ☐ Understand expectations
- ☐ Schedule ongoing check-ins

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