EMPLOYEE INFORMATION
- [ ] Name
- [ ] Title
- [ ] Department
- [ ] Manager
- [ ] Email
- [ ] Date

EMPLOYEE ANNOUNCEMENT
- [ ] Welcome phone call
- [ ] Welcome survey
- [ ] Announcement email to staff
- [ ] Workstation welcome note
- [ ] Phone ext. in HR software
- [ ] Email in HR software directory
- [ ] Employee photo

COMPANY OVERVIEW
- [ ] Mission and vision
- [ ] Culture
- [ ] Company goals
- [ ] History
- [ ] Organizational structure
- [ ] Products and services
- [ ] Industry
- [ ] Competitors

OFFICE TOUR
- [ ] Restrooms
- [ ] Break rooms
- [ ] Water coolers
- [ ] Printers
- [ ] Mail centers
- [ ] Copy centers
- [ ] Workspace
- [ ] Office supplies room
- [ ] Conference rooms
- [ ] Parking
- [ ] Emergency exits
- [ ] First aid supplies
- [ ] Security
- [ ] Bulletin boards

SOCIALIZATION
- [ ] People tour
- [ ] Assign mentor and/or buddy
- [ ] First-day lunch
- [ ] Team introductions

PERMISSIONS
- [ ] Set permission settings in provisioning software
- [ ] Logins created for technology platforms
- [ ] Assign permissions for each platform

- [ ] HR software access
- [ ] Internet access
- [ ] Training software access
- [ ] Intranet access
- [ ] Email address
- [ ] Shared drive access
- [ ] Voicemail codes

TECHNOLOGY
- [ ] Technology needs survey
- [ ] Desktop computer
- [ ] Laptop computer
- [ ] Tablet computer
- [ ] Monitor(s)
- [ ] Keyboard and mouse
- [ ] Software installed
- [ ] Office phone and headset

OFFICE
- [ ] Arrange for office access
- [ ] Assign workspace
- [ ] Keycard
- [ ] Office supplies
- [ ] Swag
- [ ] Parking space
- [ ] Security system access codes
- [ ] Keys
- [ ] Photo ID card
- [ ] Furniture
- [ ] Calling cards
- [ ] Business cards
- [ ] Uniforms
- [ ] Office map
- [ ] Company phone directory
- [ ] Printer, copier, and fax codes

POLICIES AND PROCEDURES
- [ ] Employee handbook
- [ ] Administrative procedures
- [ ] Anti-harassment
- [ ] Discipline
- [ ] Substance abuse
- [ ] Performance reviews
- [ ] Personal conduct
- [ ] Ethics
- [ ] Dress code
- [ ] Confidentiality
- [ ] Electronic communications
- [ ] Expense reports
- [ ] Holidays
- [ ] Vacation
- [ ] Sick leave
- [ ] FMLA / Leave of absence

- [ ] Overtime
- [ ] Working hours
- [ ] Travel
- [ ] Lunch and breaks
- [ ] Time card
- [ ] Health and safety
- [ ] Security
- [ ] Emergencies and inclement weather
- [ ] Mail and shipping
- [ ] Visitors
- [ ] Staff meetings
- [ ] IT support

NEW EMPLOYEE FORMS
- [ ] W-4
- [ ] I-9
- [ ] Veteran status information
- [ ] Personal information
- [ ] Emergency information
- [ ] Direct deposit form and canceled check
- [ ] Benefits application

COMPENSATION
- [ ] Payroll
- [ ] Benefits
- [ ] Pay rate
- [ ] Pay schedule

JOB OVERVIEW
- [ ] Position information
- [ ] Job duties
- [ ] Performance plan
- [ ] Expectations and resources
- [ ] Initial goals and objectives
- [ ] Training requirements
- [ ] Career path

TRAINING AND DEVELOPMENT
- [ ] Training plan
- [ ] Customer service training
- [ ] Sales training
- [ ] New employees training
- [ ] Software training
- [ ] Industry training
- [ ] Leadership training

HR SYSTEM
- [ ] Login
- [ ] Directory picture
- [ ] Job information
- [ ] W-4
- [ ] I-9
- [ ] Company policies
- [ ] Benefit enrollment forms