Onboarding Checklist: Pre-Arrival

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| **TASK** | **DONE** |
| Welcome email, letter, or telephone call to employee after offer is accepted has been sent/made | [ ] YES [ ]  NO |
| New employee has been encouraged to engage (insert departmental link) prior to starting | [ ] YES [ ]  NO |
| New employee has been informed of his/her salary | [ ] YES [ ]  NO |
| New employee has been offered a tour of the building prior to starting | [ ] YES [ ]  NO |
| New employee has been informed of where s/he can park  | [ ] YES [ ]  NO |
| If new to state service: employee has been reminded to bring two forms of identification on their first day | [ ] YES [ ]  NO |
| Order has been placed to set up the new employee’s workstation | [ ] YES [ ]  NO |
| Telephone and voicemail have been set up | [ ] YES [ ]  NO |
| Security has been informed of new staff’s arrival date; appt has been made for employee to obtain security badge | [ ] YES [ ]  NO |
| Basic supplies have been ordered/provided for employee’s workstation (i.e. paperclips, pens, stapler, etc.) | [ ] YES [ ]  NO |
| Reference materials have been compiled for the new employee (e.g. welcome letter from Deputy Director if not sent electronically or to the employee’s home), staff directory/important contacts, organizational chart for the division, voice mail instruction, appropriate office policies/practices, etc.) | [ ] YES [ ]  NO |
| Access rights have been set up for any secure databases or files | [ ] YES [ ]  NO |
| A trainer/mentor/buddy has been selected for the new employee and his/her responsibilities/functions have been clarified  | [ ] YES [ ]  NO |
| Current staff have been informed of new staff’s start date, background, etc.  | [ ] YES [ ]  NO |
| If new to state service, an appointment has been made with the new employee’s HR Specialist to go over/sign required paperwork  | [ ] YES [ ]  NO |
| A meaningful project has been identified for the new employee to start within the first few days of start date | [ ] YES [ ]  NO |
| A one-on-one meeting has been scheduled with the supervisor on the first day | [ ] YES [ ]  NO |
| An updated duty statement is ready to be signed  | [ ] YES [ ]  NO |

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [x]