

## Checklist: New Hire Preparation

**Employee name:** \_\_\_\_\_

**Job title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Manager:** \_\_\_\_\_

### Human Resources

- Resume received.
- Application form completed.
- References checked.
- Drug test completed.
- Background check completed.
- Written job offer accepted.
- Pre-placement physical passed.
- Start date confirmed.
- New hire announcement written.
- New hire orientation scheduled.
- New hire paperwork packet prepared.
- Buddy assigned.

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

### Admin Services

- Office/workspace assigned.
- Office/workspace furniture ordered.
- Basic office supplies ordered.
- Phone/extension assigned.

Keys for office/building assigned.

Name badge created.

Cell phone assigned.

Business cards ordered.

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

### **Information Technology**

Computer/Laptop assigned.

Necessary software installed.

Monitor/Keyboard/Mouse assigned.

Printer/Fax/Copier access created.

Network access/passwords created.

Email account created.

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_