**Onboarding Checklist – Pre-Arrival**

***Engage Early***

* Contact (preferably by telephone) your new employee after HR has confirmed the new employee’s start date
* Contact new employee (by telephone and/or email) periodically to “touch base”
* Make yourself available to answer your new employee’s questions
* Provide information about transportation options, commuting options, rideshare website information, etc.
* Determine what your new employee needs to know to become productive as quickly as possible

***Plan for Success***

* Prepare on-boarding packet to supplement agency orientation packet provided by the human resources office (e.g., organizational charts, job-specific information, resources list, websites and other reference sources used)
* Schedule of key meetings for your new employee
* Clearly define the career path for your new employee (discuss during first week)
* Create a training schedule for first year
* Create milestones for first year

***Set-up Resources***

* Identify and prepare employee’s work area
* Order/set-up computer workstation
* Arrange for phone and voice mail and other equipment
* Determine/order optional items (e.g., cell phone, mobile device, laptop, printer)
* Identify and label office mailbox
* Order business cards and office supplies and put in work area
* Complete security badge form
* Identify which offices, conference rooms, spaces for which access is required
* Send information technology (IT) access request to IT department for access (e.g., specify shared drives)
* Request employee be added to internal email distribution groups
* Ensure any accommodations needed are ready

***Involve the Team***

* Send email to staff introducing new employee
* Set-up welcome lunch with team
* Identify employee “buddy” and provide buddy checklist