

ONBOARDING LOGISTICS CHECKLIST



FIRST WEEK AT: _____

1: LOGINS

Do I have access to all the logins and accounts I need?

Logins list:

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

2: KEY CONTACTS

Do I have a list of key contacts for onboarding purposes?

Onboarding contact list:

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

3: HOURS, BREAKS, & TIMEKEEPING

What are my set hours and breaks?

How do I access my timekeeping?

Details here:

○ _____

○ _____

○ _____

○ _____

ONBOARDING LOGISTICS CHECKLIST



4: TECHNOLOGY

- Do I have all the technology I need?
- Is my technology properly set up?
- IT Help Desk contact and questions here:

○ _____

○ _____

○ _____

5: TRAINING

- Do I have a list of required training?
- Training list or link to training hub:

○ _____	○ _____
○ _____	○ _____
○ _____	○ _____
○ _____	○ _____
○ _____	○ _____
○ _____	○ _____

6: ADDITIONAL ITEMS HERE

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