ONBOARDING CHECKLIST

- ☐ **Meet and greet staff member**
- ☐ **Introduce staff member to team**
- ☐ **Conduct induction**
  - ☐ Save induction paperwork in staff member's file
  - ☐ Send finance paperwork to person responsible for finance
- ☐ **Take staff member on office/site orientation**
- ☐ **Show staff member workstation and assist with logging in**
- ☐ **Provide links to corporate documentation, including policies and procedures**
- ☐ **Provide links to useful reading and resources**
- ☐ **Provide frequently asked questions document that details:**
  - ☐ How to order equipment and stationery
  - ☐ How to log IT issues
  - ☐ Who to go to for help
  - ☐ How to troubleshoot common issues