**Employee On-boarding Checklist**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Processes:**

|  |  |  |
| --- | --- | --- |
| **Item:** | **Responsible Party:** | **Completed:** |
| Interview notes secured | Manager/Office Manager |  |
| Send Offer letter & Licensing Instructions | Executive Director |  |
| Review Background Check results | HR/Office Manager |  |
| Review MVR check results | HR/Office Manager |  |
| Notify IT of new hire *(Use IT request template)* | Office Manager |  |
| Namely new hire set up | Office Manager |  |
| Create Employee File | Office Manager |  |
| Verify Licensing (if applicable)/send copy to HR | Office Manager |  |
| Take Team Member photo for Namely Profile | Office Manager |  |

**Access:**

|  |  |  |
| --- | --- | --- |
| **Item:** | **Responsible Party:** | **Completed:** |
| Facility Keys (Office/Building) | Office Manager |  |
| Vehicle Keys | Office Manager |  |
| Other keys (desk, file cabinet) | Office Manager |  |
| Divvy Card (If applicable) | Executive Director |  |
| Enable E-mail account | IT |  |
| Enable computer systems access | IT |  |
| Set up phone extension | IT |  |
| Set up voicemail | IT |  |

**Equipment:**

|  |  |  |
| --- | --- | --- |
| **Item:** | **Responsible Party:** | **Completed:** |
| Company Cell Phone (If applicable) | IT |  |
| Laptop (If applicable)/Desktop Ext. | IT |  |
| Uniforms | Office Manager |  |
| Tools (if applicable) | Hiring Manager |  |

**Orientation:**

|  |  |  |
| --- | --- | --- |
| **Item:** | **Responsible Party:** | **Completed:** |
| Review I-9 Documents w/in 72 hours | Office Manager |  |
| Review Benefits w/New Hire | Office Manager |  |
| Review/Complete Namely Actions | Office Manager |  |
| History, Culture, Mission, Org structure | Executive Director |  |
| Review Policies/Q&A | Office Manager |  |
| Facilities Tour | Hiring Manager |  |
| Review of Training Plan/timelines | Hiring Manager |  |