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