

BambooHR & Lesson.ly

New Employee Checklist

Employee Information

- Name _____
- Title _____
- Email _____
- Date _____

Employee Announcement

- Welcome Phone Call
- Announcement Email to Staff
- Employee Photo

Company Overview

- Mission / Vision
- Culture
- Company Goals
- History

Office Tour

- Restrooms
- Kitchen / Break Rooms
- Water Coolers
- Printers
- Work Space
- Office Supply Room

Socialization

- People Tour
- Lunch on First Day
- Team Introductions

Permissions

- Logins Created for Technology Platforms
- Internet Access
- Intranet Access
- Email Address

Technology

- Laptop Computer
- Keyboard / Mouse
- Software Installed
- Office Phone / Headset

Office

- Arrange for Office Access
- Assign Work Space
- Key Card
- Office Supplies
- Business Cards
- Office Map

Policies and Procedures

- Employee Handbook
- Ethics
- Confidentiality
- Holidays
- Sick Leave
- IT Support

New Employee Forms

- W-4
- I-9
- Personal Information
- Direct Deposit Form & Cancelled Check

Compensation

- Payroll
- Benefits
- Pay Rate
- Pay Schedule

Job Overview

- Job Duties
- Performance Plan
- Initial Goals & Objectives

Training and Development

- Customer Service Training
- Sales Training
- New Employee Training
- Software Training
- Leadership Training

HR System

- Login
- Directory Picture
- Job Information
- Company Policies
- Benefit Enrollment Forms

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