SIMPLE ON-BOARDING CHECKLIST

A structured onboarding process ensures new hires are ready to hit the ground running on day one.

Use this checklist to stay on track and avoid last-minute issues—whether employees are working on-site, remotely, or in a hybrid setup.

1–2 weeks before start date: Pre-start setup

- ☐ Confirm hardware needs (laptop, phone, accessories) and assign devices.
- ☐ Automate account creation and software access (email, CRM, company tools).
- ☐ Complete any required compliance checks and digital documentation.
- ☐ Ensure IT support knows the start date and role-specific setup requirements.

3–5 days before start date: Final checks

- ☐ Prepare and configure the laptop/device (on-site or for collection/delivery).
- ☐ Confirm system access and permissions are working as expected.
- ☐ Share setup details and helpful resources with the new starter (e.g. welcome email with login instructions, links to tools, etc.).

Day 1 readiness

- ☐ Conduct a quick orientation covering IT usage policy and security basics.
- ☐ Confirm the employee can access all required systems and tools.
- ☐ Provide a digital or printed on-boarding pack (FAQs, support contacts, how-to guides).

First week: Post-onboarding follow-up

- ☐ Schedule a check-in to resolve any tech issues early.
- ☐ Gather feedback to improve the on-boarding process for future hires.

A smooth and well-structured onboarding experience doesn't just help new employees get up to speed—it shapes their perception of your company from day one. By following this checklist, you're not only avoiding technical hiccups and access delays, but also showing that your organisation values preparation, clarity, and support.

WANT TO SIMPLIFY AND AUTOMATE YOUR IT ONBOARDING PROCESS?

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