Preparing for Day One | Onboarding Checklist

* Finalize and confirm date for first day of work
* Setup workspace:
  + Computer and other relevant hardware
  + Applicable software programs and applications
  + Corresponding login credentials
  + External monitor
  + Mouse
  + Office keys, fab, employee ID, and/or door codes
  + Desk
  + Office chair
  + File cabinets
  + Business cards
* Assign new hire a workplace buddy or mentor
* Prepare a welcome kit / package
* Internal communications
  + Announce start date of new hire to company
  + Add new hire to org chat
  + Touch base with new hire’s soon-to-be colleagues and other relevant stakeholders
* Welcome email / communication
  + Have hiring manager send new hire a [welcome email](https://www.smartrecruiters.com/blog/how-to-write-an-effective-welcome-email-to-new-employees/) prior to day one
  + Coordinate an introduction ahead of time between new hire and workplace buddy/mentor
  + Encourage most relevant team members to connect with new hire via email or LinkedIn