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