

# Pre-Arrival Checklist for New Hire Preparation

Use this checklist to ensure all administrative, IT, and logistical preparations are completed before the new hire's first day. Print this document to track progress manually.

## Employee & Role Information

New Hire Name:

Job Title:

Department:

Start Date:

Manager / Sponsor:

## Phase 1: IT, Hardware & Accounts

Task Description	Assigned To	Date Completed
Order laptop, monitor, keyboard, mouse, and adaptors	<input type="text" value="IT Dept"/>	<input type="text" value="MM/DD/YYYY"/>
Create corporate email account and set up temporary password	<input type="text" value="IT Dept"/>	<input type="text" value="MM/DD/YYYY"/>
Provision access to core software (Slack, Zoom, Jira, GitHub, etc.)	<input type="text" value="IT Dept"/>	<input type="text" value="MM/DD/YYYY"/>
Add new hire to relevant email distribution lists and calendar groups	<input type="text" value="Manager"/>	<input type="text" value="MM/DD/YYYY"/>

## Phase 2: Office Space & Logistics

Task Description	Assigned To	Date Completed
Assign physical desk/workspace and clean the area	<input type="text" value="Facilities"/>	<input type="text" value="MM/DD/YYYY"/>
Prepare building access cards, keys, or security badges	<input type="text" value="Security"/>	<input type="text" value="MM/DD/YYYY"/>
Order welcome swag (notebook, pen, t-shirt, mug)	<input type="text" value="HR / Marketing"/>	<input type="text" value="MM/DD/YYYY"/>

## Phase 3: First Week Schedule & Communication

Task Description	Assigned To	Date Completed
Send "Welcome Email" with first-day instructions, arrival time, and dress code	<input type="text" value="Manager"/>	<input type="text" value="MM/DD/YYYY"/>
Schedule Day 1 orientation and HR benefits onboarding sessions	<input type="text" value="HR Dept"/>	<input type="text" value="MM/DD/YYYY"/>
Assign an onboarding "buddy" or peer mentor for the first two weeks	<input type="text" value="Manager"/>	<input type="text" value="MM/DD/YYYY"/>
Schedule team welcome lunch or virtual meet-and-greet	<input type="text" value="Manager"/>	<input type="text" value="MM/DD/YYYY"/>

## Notes and Custom Action Items

Use the fields below to add any department-specific preparation steps:

- Task:  Assigned to:  Date:
- Task:  Assigned to:  Date:

• Task:  Assigned to:  Date:

**Sign-off on Completion:**  **Date:**