

Employee Onboarding Checklist

Electric's Employee Onboarding Solution can handle the time-consuming IT requests that stop you from getting valuable work done.

[Learn more about Electric's Onboarding Solution >](#)

Pre-boarding Welcome	
Initiate and confirm clearance of background check, if applicable	
Create employee file	
Send welcome email confirming start date, time, and location	
Send new hire paperwork packet (include Form I-9, W-4/tax forms, direct deposit and benefits guide)	
Share employee handbook, culture decks, and any other relevant company information	
Order new employee swag for arrival in advance of the new hire's first day	
Assign employee ID, security cards, keys, and office access codes, if applicable	
HR Enrollment	
Set up payroll and add the new hire to your HR system	
Complete enrollment in benefits, insurance, and 401k plans	
Device and System Access	
Order new/re-provisioned laptop and other hardware	
Install Mobile Device Management (MDM) and Remote Management & Monitoring (RMM) software	
Provision device with relevant apps and software	
Set up email address and login credentials for all relevant apps and systems.	
Determine access levels to files and sensitive data, and set up accordingly	
Schedule training on all technology, device, and system access policies	
Remote Employees	
Ship all equipment and employee swag to arrive prior to day one	
Set up VPN access	
Ensure all welcome meetings and training sessions are set up virtually	

Day One	
Introduce the new hire to their team and the wider company via email and/or messaging apps	
Confirm employee has completed their portion of the Form I-9	
Share a roadmap of the onboarding process, including all scheduled meetings and training sessions	
Assign an onboarding buddy outside of the new hire's immediate manager or team members	
Week One	
Carry out HR orientation and provide company overview, values, and culture	
Schedule job-specific training	
Provide all new hire training, including: DEI, anti-harassment, & cybersecurity + device management training	
Schedule 30, 60 and 90-day check in plan	