

# EMPLOYEE ONBOARDING CHECKLIST FOR MANAGERS AND HR

## EQUIPMENT - *source and share all that apply*

- Computer
- Computer stand
- Keyboard
- Mouse
- Monitor
- Headset
- Phone
- Tablet
- Access card for office
- Locker key
- Company-branded merchandise, e.g. sweatshirt, notebook, coffee mug
- Other

## DIGITAL ONBOARDING - *arrange access to all that apply*

- Email provider
- Google Workspace, MS Teams or other workspace tools
- Slack or other messenger tool
- Hubspot, Salesforce or other CRM
- Basecamp, Trello, Confluence or other collaboration tool
- BambooHR or other HRIS
- Frankli performance, engagement and development platform
- Calendly or other scheduling tool
- Security tool
- Other