New Staff Orientation Checklist

Task	Who will take care of it?	When does it need to be done by?	Done
Offer letter			
Welcome email			
New team member announcement			
Email address			
Key / FOB			
Business cards			
Parking / Parking stipend			
Computer password			
Copier code			
Slack / Teams channels			
Extension / Phone number			
Online calendar permissions			
Added to website			
Social media announcement			
Meeting with HR			
Welcome lunch			
Uniform			
Name tag / badge			
Copy of employee handbook			
Meeting the rest of the team			
Meeting the rest of the organization			
Assign a mentor			
Payroll forms			
Policies and procedures			
Goals and expectations			
Evaluation forms			
Meeting with direct supervisor			
Organizational chart			
Who to contact when			