First day checklist

Set out everything that should be done during the first day

☐ Be sure to greet the new employee at the door

☐ Introduce the new employee to their colleagues and department

☐ Show the new employee their workstation

☐ Organize a work tour. Hit the essentials: entrances, restrooms, kitchen, common room

☐ Introduce the new employee’s onboarding buddy

☐ Ensure that they can log in to their station and all equipment is working properly

☐ Provide access to the learning environment, if you have one

☐ Provide all essential information, including guides, and rules

☐ Check that all credentials and accesses work

☐ Arrange a meeting with an employee supervisor

☐ Set up a welcome lunch with the new employee and their team

☐ If possible, have a one-to-one meeting at the end of the day