

Employee First-Day Checklist

SETUP AND SUPPLIES

- Key cards and badges
- Phone
- Video conference software
- Email program
- Team chat program
- Team collaboration program
- Printer
- Scanner
- Fax machine
- Coffee machine
- Intranet
- Shared drives/storage
- Stationery

ADMINISTRATIVE TASKS & PAPERWORK

- I-9 form
- W-4 form
- Direct Deposit form
- Non-disclosure agreement
- Confidentiality agreement

COMPANY POLICIES

- Vacation/PTO
- Working from home policies
- Sick time
- Workplace safety guidelines
- Data policies

- Work hours
- Breaks and lunch time guidelines
- Emergency guidelines (fire, tornado, etc.)

BENEFITS

- Health and medical insurance
- Employee assistance
- Wellness programs
- Life insurance
- Disability insurance
- Reimbursement policies
- Stock options guidelines
- 401k or retirement plan

OFFICE TOURS & INTRODUCTIONS

- Bathroom
- Kitchen
- Break areas
- Water coolers
- Cafeteria
- Outdoor seating
- Emergency Exits

COMPANY CONTACTS

- Direct report
- HR manager
- IT employees
- Office manager