

# 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

REPLACE WITH  
YOUR LOGO