HOBAN
PRE-STARTER CONTROL LIST

Now that you have your new starter's essential tools and equipment under control, it's time to think about what elements you want to include in your onboarding experience. This handy checklist has a whole range of ideas, from payroll to training to business systems and birthdays!

Remote workstation setup

- [ ] Laptop
- [ ] Monitors, docking station
- [ ] Ergonomic workstation set-up: desk, chair, footrest
- [ ] Phone and charger, USB cable. Is there a preferred voicemail greeting your company uses?

  Don't forget to let them know!

Business systems

- [ ] User profile has been created
- [ ] Business tools and applications are correctly pre-configured
- [ ] Add to intranet
- [ ] Set up for payroll
- [ ] Add to all email distribution lists, teams and chat groups they will need in their role
- [ ] Add to any reports or BI tools as appropriate
- [ ] Send invitations to all regular meetings

Create onboarding schedule

- [ ] Organisational overview
- [ ] Overview of current projects, objectives, challenges, opportunities
- [ ] Company policies and procedures
- [ ] Overview of your organisation's Employee Value Proposition
- [ ] Introductions to key people in your business
- [ ] Training on business systems
- [ ] Training on key tasks
- [ ] External stakeholder introductions

General management

- [ ] Diarise their birthday and work anniversary
- [ ] Add to your company org chart
- [ ] Book in a workplace health and safety induction and assessment of their home office
- [ ] In the current situation, you probably don't need to worry about business cards, car parks or access passes
- [ ] Include in relevant professional development programs
- [ ] Invite to any key upcoming events
- [ ] Include in any social networks