IT Employee Onboarding Checklist

An **IT employee onboarding checklist** for tech companies ensures a smooth transition for new hires by outlining essential tasks such as setting up accounts, providing necessary hardware, and scheduling training sessions. This structured approach enhances productivity and integration within the team from day one. Implementing a comprehensive checklist reduces errors and promotes a consistent onboarding experience.

Pre-Onboarding

- Send welcome email with onboarding schedule and contacts
- Prepare and configure necessary hardware (laptop, monitor, peripherals)
- Set up company accounts (email, communication tools, project management systems)
- Grant access to internal systems and VPN
- Assign mentor or buddy for first week support

First Day

- Welcome meeting and team introduction
- Review company policies and security protocols
- Distribute hardware and verify access to software
- Initial IT orientation session (overview of tech stack, support, incident reporting)

First Week

- Set up multi-factor authentication and password managers
- Training on major platforms and tools used
- Schedule follow-up with manager/mentor
- Walkthrough of documentation repositories and knowledge bases

Ongoing

- Regular check-ins regarding access or hardware issues
- Continuous learning opportunities and certifications
- Feedback collection on onboarding process

Tip: Customize this checklist for different IT roles (developer, sysadmin, support, etc.) for better relevance and efficiency.