New Employee Onboarding Checklist for IT Department

Streamline the integration process with our **New employee onboarding checklist** tailored specifically for the IT department. This checklist ensures all technical setup, access permissions, and system trainings are completed efficiently. Enhance employee productivity and reduce onboarding errors with this comprehensive guide.

Checklist

- Prepare workstation (computer/laptop, monitor, peripherals)
- Install required software and updates
- Create user accounts and assign appropriate permissions
- Set up company email and communication tools
- Configure VPN and remote access (if necessary)
- Grant access to internal systems and platforms (e.g., CRM, ticketing, code repositories)
- Provide cybersecurity and IT policy orientation
- Schedule initial IT training session
- Assign IT support contact for onboarding period
- Verify system functionality and resolve technical issues
- Document completion of onboarding tasks

Notes

Ensure that all steps are customized based on the employee's specific role and required system access. Regularly update this checklist to reflect changes in technologies or processes within the IT department.