



# Employee Onboarding

- ☐ Complete HR paperwork for the state and your payroll company
- ☐ Order necessary equipment
- ☐ Prepare workstation and equipment
- ☐ Create company email and logins for necessary software
- ☐ Complete background checks
- ☐ Issue name tags, keys, and access credentials
- ☐ Schedule orientation/training
- ☐ Complete enrollment paperwork for benefits
- ☐ Complete compliance training
- ☐ Introduce to team members
- ☐ Provide employee with company policies or handbook
- ☐ \_\_\_\_\_



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