

# New employee onboarding IT checklist template

Name:	_____
Phone number:	_____
Job title:	_____
Department:	_____
Start date:	_____
Required software:	_____
Required hardware:	_____

## Before

	Have you agreed a template for the user type, agreeing what equipment, software and applications the user needs?
	Has the user account been created for both the primary system and all associated applications?
	Have internal communications been set up for your new employee? E.g., Microsoft Teams, company phone number, etc
	Has all the new hardware, including keyboards, headsets, monitors and laptop bags been ordered?
	Has their user account been tested and confirmed as working?
	Do you need to order furniture or equipment for their home office?

## Day 1

	Has your new employee been shown their desk setup, including how to use their laptop or desktop and monitors?
	Has your new employee been shown how to log into their different accounts?
	Has your new employee been shown where to store passwords safely in line with company policy?
	Has your new employee been provided with a number or email for IT support?
	Has your new user changed their password so it's uniquely theirs?

## Week 1

	Has your new employee been briefed on your IT use policy and briefed on the procedure to follow if they believe there's been a cyber breach/incident?
	Has your new employee received cybersecurity induction training?
	Has your new employee received training on GDPR before they access your databases?

## Month 1

	Has your employee been enrolled in, or undertaken, cybersecurity training since their induction training?
	Has the employee been trained in how to best use the company specific applications?
	Has your employee been enrolled in a cybersecurity training plan for future months?