

IT Employee Onboarding Checklist

A woman with blonde hair, wearing large black headphones and glasses, is sitting on a couch. She is wearing a light-colored, textured knit cardigan over a white top. She is looking down at a notebook she is holding in her lap, with a pen in her hand. A laptop is open on the couch next to her. The couch has several pillows, including a large green one and a yellow one. The background is a plain, light-colored wall.



Pre-Arrival Preparations

- Setup employee's email account: Create a company email address for the new employee.

- 💡 Bonus tip: Use a standardized email format for all employees to maintain consistency.

- Provision of hardware: Prepare necessary hardware such as a laptop, mouse, keyboard, and headset.

- Software and tools setup: Install required software, including operating systems, office tools, and specialized software relevant to the role.

- 📌 Example: Install Windows 10, Microsoft Office Suite, and role-specific software like Adobe Photoshop for a graphic designer.

- 💡 Bonus tip: Create a software checklist tailored to different roles in the company. Or you can utilize IT software like [Esevel](#) to centralize [IT asset management](#).

Pre-Arrival Preparations

- Network access: Set up user accounts for access to company networks, VPNs, and remote access tools.
- 💡 Bonus tip: Ensure multi-factor authentication is enabled for enhanced security.
- Security clearance: Process any required security clearance for access to sensitive information.
- 📌 Example: Process clearance for roles requiring access to sensitive data, e.g., finance department.
- 💡 Bonus tip: Start this process early as it can take time.
- Prepare workstation: Arrange the employee's physical workspace (if applicable).



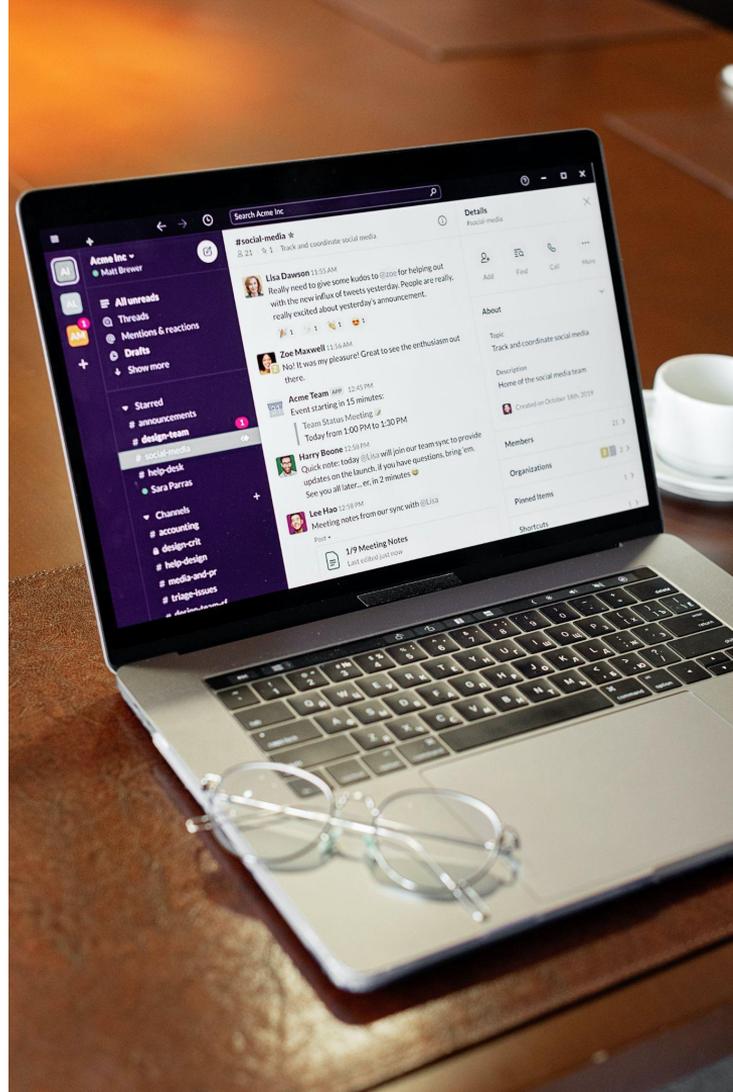


First Day Activities

- Welcome meeting: Introduction to the team and key contacts.
 - 💡 Bonus tip: Include a welcome pack with company swag. If your new hire works remotely then remember to mail them the pack in advance.
- IT orientation: Familiarize the employee with IT policies, cybersecurity protocols, and best practices.
 - 💡 Bonus tip: Cover topics like password policies, data confidentiality, how to recognize [smishing and phishing](#), etc.
- Hardware and software orientation: Show the new hire how to use their assigned hardware and software.
- Access credentials: Provide login credentials and ensure the employee can successfully log in to all necessary systems.
 - 💡 Bonus tip: Verify all accesses in a test run before the employee starts.

First Day Activities

- Email setup: Confirm that the employee's email account is functioning and is set up on their devices.
- Communication tools: Guide the employee through setting up and using internal communication tools (e.g., Slack, Microsoft Teams).
- 💡 Bonus tip: Include them in relevant channels and explain the purpose of each channel from day one.





Ongoing Support

- Regular check-ins: Schedule regular check-ins with the new hire to address any IT-related issues or concerns.
- 💡 Bonus tip: Keep an open-door policy for any immediate IT concerns.
- Feedback sessions: Encourage feedback on the onboarding process and IT setup to improve future onboarding experiences.

Offboarding (For Reference)

🚀 For a more detailed guide, you can download our free [Remote Employee Offboarding Checklist](#).

- Account deactivation: Procedure for deactivating accounts and email.
- Hardware return: Process for returning company hardware.
- Data transfer: Ensure the transfer of work-related data from the departing employee to the company.
- Exit interview: Conduct an exit interview focusing on IT-related experiences and suggestions for improvement.



About Esevel



Eliminate IT hassle for remote employees across Asia Pacific with Esevel:

- Procure employees' laptop via marketplace of 2000+ IT devices
- Get a bird's eye view into all your devices, and track their health, security and update status.
- Stay compliant with IT security policy management and reporting
- Order support requests, laptop setups, retrievals, and more, within the countries your teams are in
- Empower admins and employees with a ticketing system and integrated Slack app

[Book a Demo Now](#)

The image shows a screenshot of the ESEVEL dashboard. On the left is a dark sidebar with navigation options: Dashboard, Inventory, Team (highlighted), Support, Webstore, My Catalogues, Marketplace, Orders, and Settings. At the bottom of the sidebar is a button "Explore the platform" and a dropdown menu for "PM Indonesia". The main content area is titled "Team" and has tabs for "EMPLOYEES", "ONBOARDING", and "OFFBOARDING". Below the tabs is a search bar and filters for "Country" and "Request Status". A table lists team members with columns for ID, Name / Position, Department, Onboarding Date, Country, and Assets Assigned. A woman in a yellow sweater is sitting cross-legged with a laptop in front of her, overlaid on the bottom part of the table.

ID	Name / Position	Department	Onboarding Date	Country	Assets Assigned
EMP1	Mitchell Ellis Employee	Department	Jan 20, 2024	Singapore	2
	Mariyah Bonner Associate2	Design3	Jan 25, 2024	Indonesia	4
	Mariyah Ellis test6		Jan 12, 2024	Singapore	1
1001	Mariyah P Associat		Jan 27, 2024	Australia	1
Mary			Jan 26, 2024	Australia	1
Mary			Jan 25, 2024	Malaysia	1
			Feb 3, 2024	Dominican Republic	1
			Feb 2, 2024	Singapore	3

**Thanks for reading our
IT Employee Onboarding Checklist
Template**