

12-Step New Employee Onboarding Checklist



Pre-Onboarding:

- ✓ 01 **-- Prepare Offer Letter and Paperwork:**
Ensure that all necessary paperwork, including contracts, tax forms, and any other legal documentation, are prepared and sent.
- 02 **-- Technology Setup:**
Set up their email, provide necessary hardware (computer, phone etc.), and ensure they have access to necessary software and systems.
- 03 **-- Schedule First Day:**
Set an agenda for their first day that includes a company tour, team introductions, and initial training.
- 04 **-- Notify the Team:**
Inform the team about the new hire's start date and role.
- 05 **-- Prepare Workspace:**
Arrange a workspace with all the necessary supplies.

First Day:

- 06 **-- Welcome Meeting:**
Give a warm welcome and a tour of the office/facilities.
- 07 **-- Introductions:**
Introduce the new hire to their team and other key members of the company.
- 08 **-- Review Agenda:**
Outline what the new employee can expect in the first few weeks.
- 09 **-- First Day Training:**
Start with basic training on job role, responsibilities, and company policies.

First Week:

- 10 **-- Company Policies:**
Provide training on company policies, including compliance issues, health and safety, and data security.
- 11 **-- Job-Specific Training:**
Begin more intensive, role-specific training.
- 12 **-- Meetings:**
Arrange meetings with key team members and managers.

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CompTIA Security+ Study Guide Mike Chapple, David

Seidl, 2021-01-05 Learn the key objectives and most crucial concepts covered by the Security Exam SY0 601 with this comprehensive and practical study guide An online test bank offers 650 practice questions and flashcards The Eighth Edition of the CompTIA Security Study Guide Exam SY0 601 efficiently and comprehensively prepares you for the SY0 601 Exam Accomplished authors and security experts Mike Chapple and David Seidl walk you through the fundamentals of crucial security topics including the five domains covered by the SY0 601 Exam Attacks Threats and Vulnerabilities Architecture and Design Implementation Operations and Incident Response Governance Risk and Compliance The study guide comes with the Sybex online interactive learning environment offering 650 practice questions Includes a pre assessment test hundreds of review questions practice exams flashcards and a glossary of key terms all supported by Wiley s support agents who are available 24x7 via email or live chat to assist with access and login questions The book is written in a practical and straightforward manner ensuring you can easily learn and retain the material Perfect for everyone planning to take the SY0 601 Exam as well as those who hope to secure a high level certification like the CASP CISSP or CISA the study guide also belongs on the bookshelves of everyone who has ever wondered if the field of IT security is right for them It s a must have reference

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