

Day 1 Checklist

The following checklist contains key tasks to help with your employee's first-day acclimation. You may want to ask others on your team to help with some of these responsibilities.

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| Employee Name: | Title: | Hire date: |
| Department: | Supervisor: | Buddy: |

Introductions

- Greet the employee, show them their workspace/office, and where to put personal belongings.
- Have a goody bag with departmental swag available. You can hand this to them or have it waiting in their workspace!
- Introduce the new hire to others in the department/work area. As you make introductions, share not just names but also the roles and responsibilities of those employees.
- Introduce them to their work buddy, if one has been assigned.
- Introduce the new hire to their trainer and go over the training plan and/or the first-day work schedule.

Workplace Orientation

- Confirm workspace is ready. Ensure they have all the equipment and tools needed to do their job.
- Give a tour of the office and building, point out key locations (copier, mailroom, fax machine, office supplies, restrooms, break areas, emergency exits, fire extinguishers, vending machines, etc.).
- Provide them with facility information such as keys and security codes.
- Schedule time with desktop support to provide the new employee with an orientation to their computer systems, including log-on, email, security, Wi-Fi, mapping to printers, and calendaring.
- Review the phone system and usage, fax, scanning, and copying procedures.
- Review office procedures and guidelines (time away from work reporting requirements, personal phone calls, lunch breaks, office coverage, etc.).
- If there is a dress code, review it with the employee. If the position requires a uniform, make sure they have the right sizes, etc.

Administrative Onboarding

- Ensure the new employee is scheduled for [New Employee Orientation](#) and that they have the date on their calendar. **Note:** If the new employee has already attended the HR orientation in a previous Virginia Tech role and did not have a break in service, they do not need to attend again.
- Complete the I-9 verification process with the employee.
- Complete additional forms specific to the department or position, (i.e. confidentiality agreements.)
- Schedule any required training or show the new employee [how to register for required training](#).
- Discuss flexible work options, if applicable. If needed, fill out [flexible work agreement](#).

Onboarding Plan

- The supervisor should discuss the job description, expectations, and policies.
- Review the onboarding plan.
- Set milestones and specific deadlines for the first week.
- Set one or more meetings in the first week to check-in.

Other

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- _____
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