FLUXLABS

CHECKLIST · ONBOARDING

New employee IT setup

Give IT a few days' notice and a new hire can work from minute one. Tick as you go.

Name _____ Email address _____

Job title _____ Works from _____

Start date _____ Same access as _____

Manager _____ Phone extension _____

Location _____ Requested by _____

A WEEK BEFORE

Tell IT

- [ ] Send the details above to your IT support
- [ ] Say who they should have the same access as
- [ ] Order a computer if a spare isn't ready
- [ ] Ask for building keys or door codes

BEFORE DAY ONE

IT sets up

- [ ] Email account and license
- [ ] Computer set up and protected
- [ ] Shared files, folders and printers
- [ ] Phone, extension and voicemail
- [ ] Business apps they'll use

DAY ONE

First sign-in

- [ ] Set a passphrase and two-step sign-in
- [ ] Sign in on their work phone
- [ ] Check email, files and printing
- [ ] Show them how to reach IT help

FIRST WEEK

Settle in

- [ ] Security training and the scam email basics
- [ ] Read and sign the computer use policy
- [ ] Add to team chat and calendars
- [ ] Remove any access they don't need