

Onboarding Checklist

Date: _____

Properly onboarding yourself will increase the chances of your success at your new company. Take your new job into your own hands and define what success you are going to have. Anything you want in life you will have to work for, so go get it!

	Completed:
Set up voice mailbox/Outlook/Lotus	
Get desk supplies	
Learn your surroundings (manager office, bathroom, etc)	
Speak with HR benefits person and submit all forms	
Sign up for 401(k), if applicable	
Attend first day orientation	
Learn company's culture and mission statement	
First day: Schedule meeting with supervisor regarding goals and expectations	
Ask supervisor about any additional training	
First day: Meet with subordinates (if applicable)	
First day: Introduce yourself to surrounding people	
Build new relationships with everyone possible	
Learn about company groups/teams and join one	