Onboarding Checklist

Save Time Setting Up and Make New Employees Productive Faster

According to Glassdoor, the average U.S. employer spends $4,000 and 24 days to hire a new worker.

So once you have the employee lined up, it's important to get the tools, equipment, and information ready for them to hit the ground running.

Infinity, Inc. knows how to do this efficiently and effectively. We've built our business on processes that remove the guesswork, save time, and allow our team to focus on bigger issues.

We invite you to use the following checklist to save time in your own business. Customize it for your specific needs and enjoy a faster, smoother onboarding process that makes your managers and new hires happier and more efficient. Feel free to contact the team at Infinity, Inc. if you have questions or want help along the way.

Welcome new employees in a way that makes them want to stay forever.

ONBOARDING CHECKLIST

Preparing for a new employee *before* their first day can not only make them feel welcome, it can also make them productive faster. Use the following list to make onboarding quick and easy every time.

Basic Info

Name _____
Title _____
Supervisor _____
Start Date _____
Roles/ _____
Responsibilities _____

Access

Email? _____
Software Needed _____
Special Programs/ _____
Subscriptions/Licenses _____

Equipment

Work-provided Laptop?	YES	NO	Ordered _____
Work-provided Cell Phone?	YES	NO	Ordered _____
Uniform?	YES	NO	Ordered _____
Nametag?	YES	NO	Ordered _____
Business cards?	YES	NO	Ordered _____

Workspace

Desk/Chair/Supplies ☐
Workstation ID _____
Phone Number/Extension _____

Training/Resources

Network Login	☐	Directory	☐
Training Schedule or Agenda	☐	Office Key	☐
Employee Handbook	☐	Alarm Code	☐
Welcome Gift	☐	Restaurants/Local Map	☐