[YOUR IT COMPANY]

IT ONBOARDING CHECKLIST

Ready before they arrive, working on day one, checked by the end of week one

New hire: _____ Role: _____ Start: _____

Manager: _____ Technician: _____ Asset tag: _____

BEFORE DAY ONE

- ☐ Laptop or desktop ordered, or a spare wiped and reissued
- ☐ Email address, company log-in and app licenses created
- ☐ Added to the groups and shared folders the role needs — and no others
- ☐ Phone, voicemail, printer and Wi-Fi details set up

DAY ONE

- ☐ Device and charger handed over, asset tag written above, showing in the antivirus console
- ☐ First log-in done, and a new password of at least 12 characters set
- ☐ Multi-factor authentication turned on for email and every app that offers it
- ☐ Password manager installed and the first passwords saved in it
- ☐ On the staff Wi-Fi, not the guest network; automatic updates on
- ☐ Shown where files are saved and how they're backed up

FIRST WEEK

- ☐ Ten minutes on phishing: how to spot it, and who to tell
- ☐ Knows how to ask for IT help, and who to call the day a laptop or phone is lost
- ☐ Every app and folder they need opens; nothing they don't need does

ACCOUNTS MADE

App: _____ Username: _____ MFA on: yes · no

App: _____ Username: _____ MFA on: yes · no

App: _____ Username: _____ MFA on: yes · no

Never write a password here. Keep this list with the asset tag — offboarding starts from it.

[Your IT company] · [Your phone] · [Your help email]

Free from zarla.com/guides/it-onboarding-checklist. Replace every [bracketed] line. Put a new-starter page with this checklist on your website, and quote and invoice the work from the same place: zarla.com/website-builder/it-services