

# New Employee Onboarding Checklist

Welcome! We are glad you're joining us and want to help make your onboarding experience a positive one. Read on for important steps you should take before your first day as well as what to do once you start.

## PRE-BOARDING (BEFORE FIRST DAY):

- Visit onboarding [website](#)
- Review [flexible work policy](#) and [flexible arrangement request form](#)
- Obtain your Person Identification (PID) from HR
- Update your LinkedIn profile with your new job
- Complete Section 1 of [Form I-9](#)

## FIRST DAY:

- Meet with your supervisor and other staff
- Review department organizational chart
- Tour and familiarize yourself with building
- Bring I-9 documentation
- Meet with HR to complete I-9 verification
- Meet with IT to receive your laptop and set up your email, 2FA, network access, Voice Over Internet Protocol (VOIP), etc.
- Activate [Only Name You'll Ever Need \(Onyen\)](#) and change password
- Upload your photo to [OneCard site](#) and let HR know the upload is complete
- Get office key (if applicable)

## FIRST WEEK:

- Update your personal info and emergency contact in [ConnectCarolina](#)
- Fill out tax forms and direct deposit form on [ConnectCarolina](#)
- Get access to necessary systems/websites/listservs
- Review [Time Information Management \(TIM\) manual](#)
- Complete your performance management expectations and goals with supervisor
- Review workplace policies and procedures
- Meet with HR regarding benefits
- Complete harassment, bias, and IT security training

## FIRST MONTH:

- Make your benefits and retirement elections
- Attend New Employee Orientation