

# Pre-starter Control List

Now that you have your new starter's essential tools and equipment under control, it's time to think about what elements you want to include in your onboarding experience. This handy checklist has a whole range of ideas, from payroll to training to business systems and birthdays!



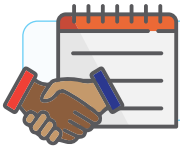
## Remote workstation setup

- Laptop
- Ergonomic workstation set-up: desk, chair, footrest
- Phone and charger, USB cable. Is there a preferred voicemail greeting your company uses?
- Monitors, docking station
- Don't forget to let them know!*



## Business systems

- User profile has been created
- Set up for payroll
- Add to any reports or BI tools as appropriate
- Business tools and applications are correctly pre-configured
- Add to all email distribution lists, teams and chat groups they will need in their role
- Send invitations to all regular meetings
- Add to intranet



## Create onboarding schedule

- Organisational overview
- Overview of your organisation's Employee Value Proposition
- Training on business systems
- Overview of current projects, objectives, challenges, opportunities
- Introductions to key people in your business
- Training on key tasks
- Company policies and procedures
- External stakeholder introductions



## General management

- Diarise their birthday and work anniversary
- Book in a workplace health and safety induction and assessment of their home office
- Include in relevant professional development programs
- Add to your company org chart
- Organise business cards, car parks or access passes if required
- Invite to any key upcoming events
- Include in any social networks