New Staff Integration Checklist

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Checklist Items

- Welcome email sent to employee
- Workstation set up with necessary equipment
- Access to software and internal systems granted
- Introduction to team members scheduled
- Company policies and procedures reviewed
- Training schedule provided
- Employee handbook delivered
- Benefits enrollment completed
- Initial meeting with supervisor scheduled
- Feedback session set for the end of the week

Notes

[Any additional notes or reminders specific to the employee]

Welcome aboard, [Employee Name]! We are excited to have you join our team.

Best regards,

[Your Name]

[Your Position]

[Company Name]