

NEW HIRE ONBOARDING CHECKLIST

Pre-Arrival:

- Determine office location
- Outline applications/servers will require access to & basic function of each (where to find what needed tools, data, what each is used for, etc.)
- Requisition computer, software and access needed for role (ask new staff member if they have preferences if there are not company standards) and have installed/tested for connections to needed applications/servers, etc., so fully functional upon arrival
- Requisition e-mail address and have tested
- Requisition desk phone, assign extension and have installed/tested
- Provide company phone directory (hard copy or link) and guide for phone features
- Requisition cell phone, if applicable
- Create business card draft for new employee review/confirmation
- Obtain key/badge
- Obtain basic office supplies (trash can, pens, pencils, notepads, post-it notes, stapler, mouse pad, folders, etc.)

First Day:

- Send welcome message to new individual and perhaps provide item (mug, etc.) with logo to help immediately identify/feel part of company
- Provide key/badge
- Have new employee review/approve business card proof
- Outline department procedures, schedule, regular meetings, etc.
- Discuss personal “policies/methods” (communication style, method preferred, flexibility, feedback, etc.)
- Give tour and point out facilities – restrooms, lunch/break facilities, snacks/beverages, supplies, building/area access/codes/keys, etc.
- Provide information on where/how to obtain additional stock or other supply items needed

Within First Week:

- Identify key contacts for role and introduce. Schedule time to sit with each to review individual's roles, job, process, best way to interact, etc., so can see big picture and how fit into it.
- Provide business card
- Provide product/services overview (game descriptions/feature overview for slot and table games, basic information on Class II vs. Class III, etc.) for review as have time
- Provide anything else available to get familiar with job and company that they can study as time permits, including clear job description, priorities/SMART goals, key events, benefits and eligibility dates and what will need to do to enroll. (Schedule reminders for each thing with advance notice)