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## PRE-HIRE ONBOARDING CHECKLIST

Planning for your new employee is essential to their success at Intertek. Use this checklist to ensure all actions items are in place prior to your new employee's hire date, and within their first week of employment.

Employee Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_

Location: \_\_\_\_\_

### Pre-onboarding Requirements:

- ☐ Candidate is automatically assigned and completes all onboarding paperwork in Fusion prior to their start date:
  - Code of Ethics
  - IT Acceptable Use Policy
  - Employee Handbook acknowledgement
  - Payroll Deduction Acknowledgement
  - Employee Confidentiality and Innovation Agreement
- ☐ Manager receives confirmation from the Onboarding Specialist via email that the candidate has met all pre-employment requirements and has been "Cleared to start"
- ☐ Manager contacts candidate regarding first day expectations, preferably at least 3 days prior to starting. (Discuss items such as: Schedule, Lunch, Dress Code, etc.)

### Planning for your New Hire:

- ☐ Set up time for new employee to meet with local I-9 processor within their first 3 days of hire
- ☐ Manager will receive new hire login credentials and password via email
- ☐ Notify local quality and safety representatives of new hire to schedule on-site training (if applicable)
- ☐ Arrange for employee ID badge or building keys, as appropriate
- ☐ Develop specific orientation agenda and training plan for new employee
- ☐ Identify and confirm a local mentor or someone that the new employee may initially shadow
- ☐ Set up new employee's workspace and supplies, as needed
- ☐ Ensure new employee has a phone and/or a cell phone available (if applicable)
- ☐ Place business card order through [Procurement](#) (if applicable)

### New Hire IT Requests:

- ☐ Fusion triggers the request for *basic* IT setup:
  - Web-based Outlook (F3 license)
  - Intranet access
  - Active Directory profile
  - Fusion employee profile
- ☐ For additional requests, to order a cell phone or 8x8 phone, or to upgrade Microsoft office (E3 License):
  - Create an IT Ticket request through the [IT Helpdesk](#)
- ☐ To order a laptop, follow the Procurement ordering instructions for [IT Hardware and Software Standards](#)
  - Lawson-users only: Refer to the [B&C Request Center](#) for additional resources

### Following Hire:

- ☐ Manager completes [First Day Confirmation Form](#) in Fusion *immediately* upon new hire arrival
  - If the start date changes, please notify the Onboarding Specialist to update the date in Fusion
- ☐ ADP Registration instructions sent to employee on Day 2
- ☐ LUCIE Learning access provided on Day 2
- ☐ For Lawson users, profile is completed on Day 2