



Onboarding Checklists

All items on the below checklist are required to be complete by the assigned deadline for every new hire. The Management Liaison Specialist is the accountable party for ensuring all tasks are completed on time.

Employee Name: _____

Start Date: _____

Hiring Manager Name: _____

Advance Checklist

All tasks in the Advance Checklist should be completed/verified by the Hiring Manager in advance of the employee's first day.

Advance Checklist	Competed	Comments
Verify work station assigned is clean of debris and includes employee name tag		
Office supplies package left at work station		
Complete the IT Request form. Contact DOH.It@dc.gov		
Verify Key fob is obtained and activated.		All issues referred to DOH Facilities Division
Parking pass obtained (if the employee is eligible for Agency assigned parking)		All issues referred to DOH Facilities Division
Cell phone obtained (if the employee will receive a DOH issued cell phone)		All issues referred to DOH Telephone Coordinator/DOH IT Division
Laptop obtained (if the employee will receive a DOH issued laptop)		All issues referred to DOH Telephone Coordinator/DOH IT Division
Pre-onboarding phone call ¹		

¹ The pre-onboarding phone call shall include at a minimum: Confirmation of start date; instructions on attending DCHR Orientation on first day; parking/transit information for the employee's assigned work location; contact info. for follow-up questions and issues. Remind the new employee to come to DOH HR after the DCHR Orientation session to complete additional forms.



Day One Checklist (Following the completion of DCHR orientation)

All tasks in the Day One Checklist should be completed by the end of the employee's first day (Monday).

Day One Checklist	Status	Comments
Employee given items from ADVANCE check list (fob, cell phone, parking pass, laptop)		
Employee desk phone activated and voice mail recording updated		All issues referred to DOH Telephone Coordinator/DOH IT Division
Employee introduced to supervisor & co-workers		
Employee and Hiring Manager complete New Hire Onboarding Checklist and return the signed form to DOH/HR rep		
Employee and Hiring Manager discuss emergency evacuation procedures: meeting space, point of contact, etc.		

Day Two Checklist

Day two Checklist	Status	Comments
DOH Orientation session completed at DOH HR (9:00 am Tuesday)		

This checklist should be submitted to the administration's HR representative after the onboarding is complete. Return this form to: _____.

COMMENTS: