# IT Onboarding Checklist

**Purpose:** This checklist ensures that all necessary accounts, devices, and system accesses are set up properly for a new hire to begin their work efficiently and securely.

## Employee Information

**Full Name:** {fullName}

**Job Title:** {jobTitle}

**Start Date:** {startDate}

**Department:** {department}

**Manager:** {managerName}

## Checklist Summary

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Status** |
| {#checklist}{item} | {description} | {status}{/checklist} |

## Accounts to Be Created

{#accounts}

* **{systemName}:** Username - {username}, Access Level - *{accessLevel}*

{/accounts}

## Hardware Assigned

{#hardware}

* **{deviceType}:** Model - {model}, Serial Number - {serialNumber}

{/hardware}

## Software Installed

{#software}

* **{softwareName}** (Version: {version})

{/software}

## Network & System Access

{#networkAccess}

* System: **{system}**, VPN Access: {vpnAccess}

{/networkAccess}

## Security & Compliance Requirements

{#securityChecklist}

* {item} - *{status}*

{/securityChecklist}

## Training Schedule

{#trainings}

* **{title}**: {date} - {description}

{/trainings}

## Additional Notes

{notes}

*Completed by:* {completedBy}  
*Date:* {completionDate}

Manager Approval: {managerApproval}