

SAMPLE UNIVERSITY STAFF ONBOARDING CHECKLIST

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Sample University Staff Onboarding Checklist

Prepared by: [YOUR NAME]
Company: [YOUR COMPANY NAME]
Date: [DATE]

1. Pre-Arrival Preparation

Checklist Item	Task Completed?	Comments
Confirm the new hire's start date and work schedule	☐ Yes ☐ No	
Set up a staff email account and login credentials.	☐ Yes ☐ No	
Prepare workstation (desk, chair, computer, phone, etc.)	☐ Yes ☐ No	
Set up access to necessary software and systems.	☐ Yes ☐ No	
Prepare welcome package (e.g., university swag, guide, etc.)	☐ Yes ☐ No	

2. First Day Activities

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Diversifying the STEM Fields: From Individual to Structural Approaches Rodolfo Mendoza-Denton, Colette
Patt, Adrienne R. Carter-Sowell, 2023-02-14 *A Study of Admissions Criteria for High Risk Students at a Selective,*
Northeastern University Kristin Ruth Tichenor, 1994

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