

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

Onboarding Checklist Northeastern University

Liying Dong



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