



ISSA HYGIEIA NETWORK

New Employee Onboarding Guidelines

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New Employee Onboarding Guidelines

This resource is designed to help organizations streamline the onboarding process for new employees by providing a comprehensive onboarding guidelines. To utilize this information effectively within your organization, follow these steps:

1. **Detail Submission:** Once the details are completed with the necessary information, email it to the designated address (xxx@xxx.com) using the subject line: "Onboarding - [Full Name] - Start Date."
2. **Employee Information:** Collect all relevant information, including start date, company name, employee name, contact details, and shipping address for equipment. Ensure login credentials are specified and time zone settings are aligned with the employee's actual location.
3. **System Access Setup:** Specify which folder locations, email groups, and standard applications (such as Office 365) the new employee needs access to. This ensures a smooth transition into their role with all required digital resources ready from day one.
4. **Third-Party App Access:** Outline access to additional third-party applications such as Teams Calling (domestic/international), Adobe, Salesforce, Asana, and more. Once calling access is configured, send the assigned numbers to HR for further setup.
5. **Workstation Setup:** Determine if the employee needs a new workstation (remote or in-office) and outline the necessary equipment, including monitors, docking stations, keyboards/mice, webcams, and headsets. Indicate if the setup will be handled remotely or if hardware needs to be ordered.
6. **Hardware Specifications:** Include any additional equipment required by the employee, such as printers, or any specific configurations, especially for employees who are power users, video editors, or require Mac-based or other systems.

Benefits: This information can be used by your IT and HR departments to ensure that new hires are equipped and set up properly from the start. It helps create a seamless process for onboarding, ensuring employees have all the tools and access they need to succeed in their roles.



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