*Commonwealth of Massachusetts Information Technology Division* *Onboarding Human Resources Checklist for New Employees*

***Please check off items below when completed.***

Employee Name: Hire Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Pre-Arrival

* Send offer/welcome letter
* Schedule HR/Payroll meeting
* Open COMIT & ANF tickets
* Ensure COMIT Ticket complete
* Ensure ANF Ticket Complete
* Assemble agency orientation packet
* Send employee information to LearnIT PM
* Set up Readiness Meeting

**Day 1**

* Send email announcement to all staff
* Provide orientation schedule to new hire

### Week 1

* I-9 paperwork completed by 3rd day
* Ensure direct dep./tax w/h forms returned

#### Week 2

* Ensure all outstanding GIC forms, Ethics, and Policy Signature Sheet are returned to HR within 10 days of hire
* Ensure all other outstanding HR forms completed and returned to HR

### Week 3

* Solicit feedback from new employee re: orientation process and job expectations

Optional

* Circulate “welcome” card for employee
* Set up meeting with John L

**Quarterly**

* Full Day Orientation