New Hire Onboarding Checklist

Address these top questions before orientation begins to reduce your new employee's chance of gaining inappropriate access to a privileged account.

1. ☐ **What department will the new employee be in?**
   Determine the basic scope of their network and information access

2. ☐ **What do they need to access in the role they occupy?**
   Define their specific access to apps and information, and provide role-based access according to their needs. For example, a marketing employee might need access to Website Content Management, Marketing Automation, CRM, Twitter and Facebook accounts.

3. ☐ **Who will be managing the new hire?**
   Establish approval workflow for granting or removing future privileges and access, and a formal line of communication between the

4. ☐ **Do they need any special access beyond what their role typically requires?**
   This is in addition to their role-based privileges. For example, is this related to privilege management?

5. ☐ **Have the accounts and access that the employee needs been requested?**
   Monitor the status of onboarding/provisioning process.

6. ☐ **Has the account provisioning process been completed?**
   Create new accounts for access to network, systems, apps, and information that are needed for the new hire to do their job.

7. ☐ **Have physical IT assets been requested and configured?**
   Assets include items like the employee's computer, laptop, phone, and key fob for physical access to the work place. Account provisioning should occur prior to asset release so that new hire can log in and start working as soon as they have their equipment.

8. ☐ **Has follow-up occurred to confirm the employee has access to everything they need to perform their role?**
   This is final step in process before workflow closure.