1. Pre-arrival:
* Send a welcome email to the new employee with details such as their start date, time, and location of the office.
* Provide any necessary paperwork that needs to be filled out before the employee's first day, such as tax forms or emergency contact information.
1. Technology setup:
* Ensure that the new employee has all the necessary technology equipment and software installed and set up before their first day, including computer, email, network access, software, and any other tools or applications needed for their role.
* Provide instructions for setting up and accessing the company's VPN (virtual private network) if applicable.
* Set up the employee's accounts and permissions on company systems and applications.
1. IT security:
* Train the new employee on the company's IT security policies and protocols, including password policies, network access, and data protection.
* Provide information on how to report any suspicious activity or potential security breaches.
* Provide guidance on how to handle sensitive company data, including storage and sharing protocols.
* Set up two-factor authentication if applicable.
1. IT policies:
* Provide the new employee with a copy of the company's IT policies, including acceptable use, internet usage, and email policies.
* Ensure the employee understands the policies and sign an acknowledgement.
1. Helpdesk support:
* Introduce the new employee to the IT helpdesk team and provide information on how to submit a support request if needed.
* Provide contact information for IT support, including phone numbers, email, and any online support tools.
1. Software training:
* Provide training on any software or tools that are specific to the new employee's role.
* Provide access to online training resources or tutorials.
* Schedule any additional training sessions or webinars as needed.
1. Data management:
* Provide guidance on how to manage and store company data securely.
* Provide instructions on how to access shared drives or cloud storage.
* Train the employee on how to back up important data.
1. IT resources:
* Provide a list of useful IT resources, such as FAQs, training materials, and support forums.
* Ensure the employee knows how to access and use these resources.
1. IT security training:
* Ensure that the new employee receives training on IT security awareness, including phishing scams, malware, and other potential security threats.
* Schedule additional training sessions or webinars if needed.

By following this detailed New Employee IT Onboarding Template, you can help ensure that new employees are equipped with the necessary IT tools and resources to succeed in their new roles while also providing them with a secure and productive work environment.