1. **Welcome email:** Send a welcome email to the new employee before their first day, including details such as their start date, time, and location of the office, and any necessary paperwork they need to bring.
2. **Technology setup:** Ensure that the new employee has all the necessary technology equipment and software installed and set up before their first day. This includes computer, email, network access, software, and any other tools or applications needed for their role.
3. **Security protocols:** Train the new employee on the company's IT security policies and protocols, including password policies, network access, and data protection.
4. **IT policies:** Provide the new employee with a copy of the company's IT policies, including acceptable use, internet usage, and email policies.
5. **Helpdesk support:** Introduce the new employee to the IT helpdesk team and provide information on how to submit a support request if needed.
6. **Software training:** Provide training on any software or tools that are specific to the new employee's role.
7. **Data management:** Provide guidance on how to handle sensitive company data, including storage and sharing protocols.
8. **IT resources:** Provide a list of useful IT resources, such as FAQs, training materials, and support forums.
9. **IT security training:** Ensure that the new employee receives training on IT security awareness, including phishing scams, malware, and other potential security threats.

By following this template, you can help ensure that new employees are properly onboarded and equipped with the necessary IT tools and resources to succeed in their new roles.