

## Content Designer Onboarding: Checklist

### Day One:

- Welcome from HR Specialist and Manager
- Receive laptop and badge from IT

#### In the Onboarding Course, complete:

- Welcome!
- Your Support Team
- Accessing Needed Software
  - Complete Security training
  - Microsoft Outlook Tasks
  - Microsoft Teams Tasks
  - Additional Software:
    - \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_

### Day Two:

#### In the Onboarding Course, complete:

- Employee Logistics
  - Submit Tax Forms
  - Submit Payroll Forms
  - Complete Benefits Enrollment
  - Complete Company Policies and Procedures Assessment
- About Our Company
  - Complete Company Mission and Values assessment
  - Complete Company Structure and Roles assessment
- About Your Team
  - Accept team meeting invitations in Outlook

### Day Three:

#### In the Onboarding Course, complete:

- Team Projects
- Team Processes
  - Complete ADDIE Process eLearning
- Starting Strong
  - Meet with Manager to put together 30-60-90 Day Plan

### Days Four:

- Meet with Project Manager
- Meet with Lead Designer