



ONBOARDING

with kindness

PHYSICAL SPACE CHECKLIST

Plan for what new hires need at their workstations and consider adding some **surprise and delight**.

- Workstation with desk and chair
- Locker and/or cubby
- Mailbox and/or email address
- Computer, laptop and tools
- Phone and directory
- Keys/access for doors or cabinets
- Name badge and holder
- Business cards
- Handbooks and important materials
- Office supplies (pens, paper, tape, stapler)
- Uniform, protective gear or accessories
- Swag (water bottle, t-shirt, pen, journal, etc.)
- Surprise and delight** (plant, welcome sign, card, mug, etc.)