

# Checklist for a New Hire Onboarding Form

An effective IT onboarding form template should cover various aspects to facilitate a smooth integration into the organization's technology ecosystem. We've created an easy-to-use checklist to help you get started with onboarding today!

## Personal Information

- Full Name
- Contact Information (phone, email, etc.)
- Address

## Technology Requirements

- Hardware Preferences (laptop, desktop, etc.)
- Software Preferences
- Specialized Equipment (e.g., dual monitors)

## Job Details

- Department
- Reporting Manager
- Job Title

## Access Requirements

- System access required
- Network access and permissions
- Application-specific access

[Contact us](#) for more information!