

Checklist for the Adaptation Process – IT Support (template)

Organizational unit:	
Workplace:	
Employee:	
Start date:	
IT worker:	

	Checkbox	Date
Prior to the employee's start date		
Set up access for the network, email account and information systems	<input type="checkbox"/>	
Arrange and configure the necessary ICT equipment (PC, notebook, phone, printer, ...)	<input type="checkbox"/>	
On the first day		
Hand over the HW and provide the following information:	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Appropriate computer use and security measures 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Codes to office printers/copy machines 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Account administrator 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • IT Help Desk operation 	<input type="checkbox"/>	
Grant access and explain the following:	<input type="checkbox"/>	
<ul style="list-style-type: none"> • VPN 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Shared drives 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Shared departmental email accounts 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Email: discuss usage guidelines, rules, signing practices, out-of-office notifications, etc. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Distribution lists: add the new employee to the department list, inform relevant colleagues about the new employee 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Voice services: usage guidelines, out-of-office notifications 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Electronic signature: obtaining the signature, rules for use 	<input type="checkbox"/>	