ADK Onboarding Checklist

ADK
A projekt202 Company

Pre-First Day - 2 weeks in advance

- ☐ Salary & benefits info shared with new hire
- ☐ Signed agreement received
- ☐ Create Fresh Tilled Soil email address & aliases
- ☐ Add to email group: everyone@freshtilledsoil.com
- ☐ Add to Team Emails list
- ☐ Intro to benefits partner Brady & arrange benefits enrollment meeting
- ☐ Access to WordPress as Subscriber - for Team Portal viewing
- ☐ KIN HR Onboarding welcome
- ☐ Set reminder for 401(k) eligibility at 6 month anniversary
- ☐ Slack: New account
- ☐ Know Your Company: New account & send an icebreaker
- ☐ Equipment purchase - computer, monitor, keyboard, mouse, etc.
- ☐ Enter all equipment into our inventory system
- ☐ Mantra IT Partner: Deploy all apps & software (1Password, Sketch, etc)
- ☐ Dropbox: New account
- ☐ Adobe Creative Cloud: New account

First Day

- ☐ W4, I9, Welcome Sheet completed and uploaded to KIN
- ☐ On-Time Payroll set-up and employee self-service login
- ☐ Assist in phone set-up if needed
- ☐ Space walk-thru, building keys, & culture overview
- ☐ Commence custom 8-week onboarding program

Post First Day

- ☐ Fitness center forms: record and deliver building key card
- ☐ Give dental insurance card, if applicable
- ☐ Add to Scrum google event and any other relevant events
- ☐ Add to Company Events calendar
- ☐ Add to Team Portal contact page
- ☐ Add to our Organizational Chart
- ☐ Complete KIN profile
- ☐ Harvest: New account
- ☐ Basecamp: New account
- ☐ FTSDesign.com/call: New account
- ☐ Order business cards

☐	Schedule photoshoot
☐	Add headshot to Enter application for guest check-in
☐	Write bio
☐	Bio & headshot onto Freshtilledsoil.com
☐	Bio into Client Welcome Packet Drive folder
☐	Signature saved in Drive Doc (if Client Services or Sales hire)
☐	Bio & headshot into Statement of Work template
☐	Add headshot & signature (CS & Sales) to Dropbox
☐	Join relevant Slack channels: EntryAlerts, Wellness, etc.
☐	Update KIN w/ headshot & bio