

# NEW HIRE CHECKLIST FOR YOUR FIRST Office Manager

## 1. Equipment set up

- Computer
- Phone
- Welcome package (swag, notebook etc)

## 2. New hire forms

- Tax forms
- Non-disclosure agreement
- Code of conduct
- Company policies
- Occupational Safety and Health (if applicable)

## 3. Key resources (typically best to put into an employee handbook)

- Business goals
- Work hours, lunch breaks, personal days and vacation requests
- Building access and employee codes
- First aid kit, and medical emergency procedures
- Provide a list of all key contacts in the company
- Passwords for all applications

## 4. Administrative tools training

- Email set up
- Employee scheduling tools (vacation and time off)
- Benefits management
- Project management
- Finance tools
- Team communication
- Corporate Travel

## 5. Goal setting

- OKR setting
- 30-60-90 day plan

## 6. Most importantly...

- Don't forget to introduce the new office manager to your current employees, after all, they will now be the main point of contact for all things administrative!

