

Onboarding To-Do List for New-in-Practice Pathologists

Starting a new position is stressful, but it doesn't need be. Use this onboarding to-do list as you orientate yourself in **YOUR NEW POSITION**.

Before You Go Basics



- New hire paperwork
- Dress code
- Identification, social security card, medical license, degrees, etc.
- Commute route
- Parking or commuter pass
- Department/group website
- Human Resources orientation/website
- Benefits enrollment
- Direct deposit for paycheck

Access and Contact Info



- ID badge/employee number
- Keys and door access
- Network login with LIS/APLIS access
- Work email account with signature
- Set up office voicemail
- Complete your directory information/profile
- Work address

Technology and Office



- IT support
- Computer or laptop with software
- Encryption for devices
- Remote or mobile access
- Cell phone and/or pager
- Microscope (if applicable) with camera
- Printer/scanner/copier
- Office furniture
- Office supplies
- Business cards
- Embroidered laboratory coat and scrubs

Logistics and Location



- Mandatory trainings (in person and online)
- Occupational Health clearance
- Access to laboratory policies and protocols
- Emergency procedures and plans, exits
- Tour/maps
- Restroom locations
- Where to find food

People



- Introductions to key colleagues and staff
- Mentors and/or official sponsor
- Administrative assistance
- Organizational chart
- Access to directory with contact information
- Expectations regarding schedule/assignments
- Shared calendars and recurring meetings
- Addition to mailing lists
- Professional head shot