# Before Day 1 Checklist

If we don’t worry about onboarding before the employee starts, then we’re
way behind.

-Ben Peterson, CEO of BambooHR

This document is used by the Training Lead to make sure the Academic Advisor is ready for day one. This document will be stored \_\_\_\_\_\_\_\_.

* Welcome Committee has been created and verified for availability.
* Verify that the advisor’s office is equipped with necessary equipment (computer, monitor, desk, private office).
* Meet with Training Lead (or Advising Unit Lead) to create a tentative training schedule for the new Professional Academic Advisor (PAA).
* Roles can be requested by the Department Security Administrator (DSA) once training is completed.
* Meet with training mentor(s).
* Verify PAA training modules are ready and active.
* Send out the official welcome letter/email to the new hire.