**New employee equipment checklist**Here are some common things you should consider getting ready before your
new employee starts work.

|  |
| --- |
| **Equipment list** |
|  | Business cards |
|  | Uniform |
|  | Desk, chair and workstation |
|  | Safety equipment |
|  | Keys, security pass and alarm codes |
|  | Computer, hardware and software |
|  | Phone |
|  | Tools, toolbox and tool belt  |
|  | Stationery |
|  | Vehicle |
|  | Email access |
|  | add an item  |
|  | add an item |
|  | add an item |
|  | add an item |
|  | add an item |
|  | add an item |
|  | add an item |
|  | add an item |
|  | add an item |
|  | add an item |
|  | add an item |
|  | add an item |
|  | add an item |