



## I'm hiring a new employee and want to start the process of setting up their technology items.

The process of onboarding new employees from a computer and technology standpoint begins when FIT is notified of a new hire. The supervisor or business coordinator can submit a notification via the [Finance IT Employee Onboarding](#) request link.

## How do I ensure that the new hire is getting everything that they need?

Once FIT has received the request, FIT will contact the requestor to discuss the employee's technology needs. This will include hardware, baseline software, additional software, access, and email.

## My new hire will require a new computer.

If new equipment needs to be purchased, FIT will provide a quote for the necessary computer and peripherals to the supervisor for approval. Once approval is received, FIT will work with the Business Coordinator to get those items ordered in HokieMart.

## What happens with the onboarding request before the new hire starts at Virginia Tech?

Once the needed equipment is obtained, FIT will ensure that it is registered with Fixed Assets. The computer will be imaged in InTune following the FIT Computer Deployment checklist. After the baseline software is installed, FIT will install any requested non-standard or special use applications.

## The new hire's computer needs to be set up at their desk.

Prior to the new employee's first day of work, FIT will coordinate a time with the requestor to set up the computer and peripherals at the needed work location. Once this is completed, an appointment will be scheduled with the new hire (or the requestor) for final software and hardware configuration.

## We need to get the employee signed into the computer and have the software configured.

At the set appointment time, a FIT team member will meet with the new hire, configure their computer and software following the onboarding checklist, as well as answer any IT questions the user might have.



### What if we thought of something else that we need from FIT?

Within 2 business days, the FIT team member who met with the employee for the computer configuration will follow up with the new Finance staff member to make sure their needs were met and if necessary, take care of any requested computer adjustments.

