



Human Resources

New Employee Onboarding Checklist – Employee Version

Welcome to Medline! This checklist is designed to assist you as a new employee and accelerate your orientation to Medline. Use this list with other onboarding forms and information provided by your manager or HR Business Partner.

Week 1

- Set up your Medline equipment upon receipt (HelpDesk will send you password credentials a few hours before your scheduled first day).
 - Refer to the **New Hire Systems Instructions** (attached to your welcome email) or call the Help Desk (847-643-4357) for assistance.
 - [Help Desk Self-Service Page](#)
 - [Self-Service Password Reset Tool](#)
- Confirm your Employee ID# (sent to you by Recruiting or refer to your manager).
- Obtain an Employee ID Badge from Security for your facility (if in person or hybrid).
- Receive a tour of your facility by your manager or Administrative Assistant (if in person or hybrid).
- Open Outlook to review any emails you may have already received.
- Meet with your manager for an overview of:
 - Description of your position and expectations of your new role.
 - The functions and structure of your department, including organization charts, linkage to other departments, current projects and priorities.
- Open [Workday](#) to view your New Hire Dashboard and update any personal information, including payroll preferences.
- Learn how to use [UKG](#) - Medline's timekeeping system (refer to your department Administrator).
- Connect with the following individuals:
 - Team members
 - Business partners
 - HR business partner (ask your manager for your HR business partner's name)
 - UKG manager/your departments Administrator
- Complete a travel profile on the [Concur](#) Travel site and apply for a corporate credit card if you plan on traveling for business (optional).
- Visit the Onboarding site >
 - [New Employee Resources](#)
 - [2025 Benefits Video](#)
 - [About Us](#)
- Visit [The Source](#) and begin familiarizing yourself with Medline's intranet. (See Quicklinks guide)
- Begin familiarizing yourself with any virtual meeting tools that you and your department will use – such as **Microsoft Teams** and **Zoom** (refer to your department Administrator).

Weeks 2 – 4

- Visit the [Learning and Development](#) site on The Source to learn more about upcoming classes offered through [Workday](#).
- Enroll in your Employee Benefits by logging on to [MyMedLife](#). Please contact our Benefits department using this [Zendesk link](#) or your local Human Resources representative with any questions.
- Considering joining Medline's Service Corps or find volunteering opportunities on Medline's [Sustainability](#) site.
- Learn about Inclusion and Diversity and how to get involved in Medline's [Employee Resource Groups](#).

3+ Months

- Meet with your Manager to discuss your performance.
- Confirm your enrollment in optional training classes through [Workday](#)
 - Not sure where to start? Check out [What Do You Want to Learn?](#)
 - Product Manager? Click [here](#) for specific Product Manager Training.

