# Onboarding Checklist
Europe

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This checklist contains tasks to be completed during your onboarding period. Check the instructions of each stage in our [Onboarding Site](#)  to ensure a smooth onboarding experience!

## Pre-Onboarding Tasks - Checklist you must complete before your Start Date

- ☐  Complete your right to work check. (*See the "Right to Work" tab for more details*)

- ☐ Complete the New Starter Documents. (*See the "New Starter Documents" tab for more details*)

- ☐  Provide proof of Address. (*See the "New Starter Documents" tab for more Instructions*)

- ☐ [**UK & Ireland only**] Complete your Background Checks(*See the "Background Check" tab for more Instructions*)

- ☐ Complete your Workday Tasks. (*See the "Workday Onboarding" tab for more Instructions*)

## 1st Day Onboarding Tasks - Checklist you must complete on your First Day

- ☐  Log into your laptop <u>on your start date</u> – Do not attempt to log in before *(See the Equipment Setup Instructions for more details)*

- ☐ Attend the New Hire Orientation in your first week. *(See the "Day One at WEX" tab for more Instructions)*

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