

Onboarding in the Times of Quarantine

Checklist

```
Social Team, Video,
IaaS, PaaS, MainPage, BigData
while(workAt(dreamlab)){ Quality
Zumi, if(cup.contains(coffee)){ Onet.tv
Płatności this.behaviour = "great"; Sympatia, CMS
International knowledge++; Project Management, Mobile
Data Platforms this.meetGreatPeople(); OnetDysk, TPU
UX Team } else { SympatiaPlus, Reklama, Opineo
Skapiec, VOD throw NoCoffeeException; PCP
konto } Operations and Hardware, Pocztka
} COP, BackOffice, Email Products
Frontend Services, CPW

Code above has 100% coverage
```



Before the first day

- ☐ Keep your new employee informed
- ☐ Establish an action plan
- ☐ Arrange the equipment



During the first day

- ☐ Make a video call with the team
- ☐ Welcome a new person to the company
- ☐ Make a video call with a manager
- ☐ Check if they have the necessary access
- ☐ Ensure access to onboarding materials
- ☐ Add the new person to all important communication channels (including those less formal)



What's next?

Just stay in touch!

In an online-only relationship it's harder to notice something is wrong

Monitor

- What stage of onboarding are they on?
- Do they need any additional material?
- Is the team participating and supporting them?
- How are they holding up?

Your notes and tasks