# Onboarding in the Times of Quarantine

## Checklist

### 1 Before the firts day

Your notes and tasks

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

### 2 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)

### 3 What's next?

Just stay in touch!
In an online-only relationship it's harded 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?