



## A Checklist for Onboarding **Dynamic Workers**

Bringing dynamic workers on board who have never been to your office, while similar to an in-person orientation, presents several unique challenges. Virtually onboarding new remote workers requires a holistic, systematic approach to ensure the process is thorough and seamless. This checklist can help you welcome new dynamic workers and ensure they are ready to hit the ground running.

They have access to an ergonomic work environment where they can focus and participate in video meetings without disruptions and distractions.

They have quality internet connectivity and sufficient bandwidth capacity for preventing bottlenecks that hinder productivity.

Their workstation is loaded with the appropriate software, and they have all the peripherals they require, including; mouse, keyboard, docking station, extra monitors, headsets, and webcams.

The personal smartphones, tablets, and laptops they will use to access company resources meet the specifications and guidelines stated in your BYOD policy.

They read and understand user policies, security guidelines, and compliance regulations for working with data remotely.

They are aware of all channels (phone, web, email, chat) for contacting IT Support personnel if they encounter technical issues. Additionally, they understand proper procedures for opening a trouble ticket.

Scheduled or on-demand video training has been provided that brings them up to speed and gives them a strong foundation to build on.

A mentor has been assigned to help them acclimate to the organization, be a sounding board for their ideas, and offer advice and guidance.

They have received invitations to all relevant recurring meetings, conferences, and upcoming team events.

They have had an initial meeting with their new manager to set goals, understand expectations, and establish success criteria. Additionally, they have regular, ongoing one-on-one meetings scheduled.

They have been introduced to the team, and opportunities to get to know co-workers in more casual settings have been scheduled.

They have received a welcome package with corporate swag to help them feel more a part of the team.