
WELCOME PROCESS

Follow this process to help your new team member feel valued and welcomed *before* their first day.

10 DAYS OUT: SEND HARDWARE

Send a computer and other hardware to the new team member's home address. Send the tracking number to the new team member at their personal e-mail address.



7 DAYS OUT: SEND SWAG BAG

Put together a swag bag and send it to their home address. Include items like a water bottle, laptop stickers, a notebook and a tote bag.



2 DAYS OUT: SEND WELCOME VIDEO

Make a brief introductory video with the rest of the team. Send the video to the new team member's personal email address.



1 DAY OUT: PROVIDE ACCESS

Send your new team member their log-in credentials with temporary passwords. Include your Slack channel. Send everything to their personal email address.



COLLABORATIVE COMMUNICATION PROCESS

Follow this process to help your new team member get quickly acclimated.

BEFORE FIRST DAY: ORGANIZE TEAM COMMUNICATION TOOL

Populate and update your team's Slack channel.



FIRST WEEK: ASSIGN BUDDY

Assign a buddy to interact with them weekly for their first 60 days.



FIRST TWO WEEKS: ASSIGN DISCOVERY EXERCISE

Assign a discovery exercise that introduces your new team member to other team members and information at the company.

