


Designer Onboarding Checklist



WILDFIRE
- CONCEPTS -

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- Give them access to their new email address.
 - Send them an invite to the time tracking software you're using.
 - Invite them to use the project management software you like.
 - Get them to sign up for any team communication platform you're using.
 - Send them an email with a list of who's who in your company and how to contact their team members.
 - Check that they correctly installed the time tracking software.
 - Send out an email to your entire team welcoming your new staff member.
 - Send them an onboarding checklist so they could also check if everything is covered.
 - Discuss your expectations for the role and theirs for the job.
 - Tell them about your business objectives and where they fit in.
 - Email them links to any useful documents they should check out before getting to work.
 - Instruct them what to do when they have a question and how to ask for help.
 - Talk to them about your company's values and how to treat other on-site or virtual staff members.
 - Discuss what to do when their internet is down and can't work.
 - Tell them about any remote work perks you're offering.
 - Make sure they have Photoshop, Illustrator, InDesign or any other needed software installed.
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- Send them the vector files / editable source files for your brand identity.
 - Share with them any brand style books you have for your products/identity.
 - Give them access to the server/network where all the design files should be stored.
 - Send them instructions on how to find an older file they never worked on before.
 - Instruct them on how new files should be saved and named so others could find them if needed.
 - Give them your stock photo website login credentials.
 - Discuss your current briefing process and how it should be adapted to make it more efficient.
 - Instruct them on how to handle feedback coming from you vs. from someone else on the team.
 - Tell them how to best work with other staff members (copywriters, developers).
 - Discuss what they should expect next: tasks and objectives for the next week and the next month.
 - Send them an initial to-do list and get them to reach out to you when they finished their first task.
 - Review their work and provide feedback.
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