Designer Onboarding Checklist
- 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.
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.

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).