Developer 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.
- Give them access to your website's Cpanel.
- Send them the login credentials for your hosting provider.
Create an account for them on your WordPress website.

Ask them to review the past projects that other developers have worked on and check for bugs.

Send them a list of tools past developers have used.

Give them the login credentials for MailChimp, Sumo, and other email capturing software you're using on your website.

Send them links to the downloaded WP themes and any tools/software you installed on your website.

Give them access to your Google Analytics account and get them to review your website's Google Webmaster Tools account.

Send them the login credentials for any digital marketplace you used to buy digital assets.

Discuss how they'd want to work with your designer.

Instruct them on how to do source control or discuss their proposals.

Instruct them on where they can find the files the designer prepared for them.

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.