


Developer 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.
 - Give them access to your website's Cpanel.
 - Send them the login credentials for your hosting provider.
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- 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.
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