# new hire onboarding checklist

- [ ] DISCUSS ROLES & RESPONSIBILITIES OF ENGINEER & MANAGER

- [ ] DISCUSS TEAM WAYS OF WORKING (WFH POLICY, CORE HOURS, ETC)

- [ ] PROVIDE OVERVIEW OF THE TEAM/PROJECT AND HOW IT FITS IN THE ORGANIZATION

- [ ] MATCH THE NEW HIRE WITH A PEER BUDDY & MENTOR

- [ ] HELP THE NEW HIRE BUILD A NETWORK BY RECOMMENDING A LIST OF EXTERNAL PEOPLE TO MEET WITH

- [ ] ASK NEW HIRE WHAT HE/SHE PREFERS FOR WELCOME CELEBRATION (HH, DONUTS, LUNCH)

- [ ] COMPLETE NECESSARY ACCESS / TOOL REQUESTS BEFORE NEW HIRE ARRIVES

- [ ] ESTABLISH A LIST OF "QUICK WINS" THAT NEW HIRE CAN WORK ON THE FIRST COUPLE WEEKS

## TECHNICAL DOCS

- [ ] STEP BY STEP GUIDE TO SETTING UP LOCAL DEV ENVIRONMENT

- [ ] DIAGRAM OF APPLICATION - NETWORK ARCHITECTURE / TECH STACK

- [ ] MISC DEVELOPER TOOLS: CI/CD, TESTING SUITE, CHATOPS, SOURCE CONTROL, PREFERRED BRANCING/FORKING TECHNIQUES, PROJECT MANAGEMENT TOOLS, RELEASE PROCESS