



## Tech checklist

- ✓ Computer (Laptop/desktop)
- ✓ Monitor
- ✓ Mouse
- ✓ Keyboard
- ✓ Docking station
- ✓ Phone
- ✓ Headset
- ✓ Chair
- ✓ Email address
- ✓ Voicemail
- ✓ Video conferencing
- ✓ Software
- ✓ Training
- ✓ Contact lists

# Onboarding during lockdown Tech cheat sheet.

## Home situation

- Will your new hire have a separate space to work from without interruption or will they be working in a shared space?
- Do they have their own computer and essentials such as laptop, monitors, keyboard, mouse, headset, and chair?
- Do they have capacity with their broadband connection to cope with business technology requirements?
- Will your technology work on the hardware owned by your new hire?
- Does their hardware have video conferencing capabilities?

## Security

- If the new hire is using work equipment, will it be secure from others in the same household?
- Make sure new hires are aware of your online security protocols.
- If the new hire is using their own hardware, does it have adequate firewalls to ensure security of your business information.

## Software & programmes

- Does the software specific to the operation and productivity of your business require permission rights or additional licenses?
- Provide all the temporary login information giving the new hire the ability to change passwords at the initial sign in.

## Contact lists

- Provide a list of IT contacts and their responsibilities so the new hire can contact the correct person directly if there are any set up issues
- Provide contact details for colleagues who can support the new hire while in lockdown