



5 SIMPLE STEPS TO Effective IT Onboarding

A well-designed IT onboarding process is critical for the success of your new hires. In addition to imparting a good first impression about your company, it sets the tone for how confident they will feel in their roles.

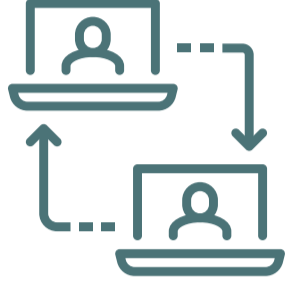
Although onboarding has become a challenge in today's remote and hybrid work environments, it isn't impossible to achieve. To help you onboard your new hires the right way, we've come up with five easy and effective steps to follow.

STEP 1 Have an orientation program in place.



Save valuable time by clearly outlining what needs to be covered in the onboarding process and when.

About 25% of employees feel a clear onboarding process does not exist in their organization.



Having a systematic onboarding program can make the process efficient and create a productive working relationship.

Nearly **88%**

of employees feel that their employer did not do a good job of onboarding them.

STEP 2 Start the onboarding process in advance.



Before the new hires' first day, you can:



Gather personal information like name, contact details, department, job title, etc.



Identify the software tools needed by the new hires and set up company emails, messaging, etc.



Order equipment including laptops, mouses, phones, USB devices, etc.



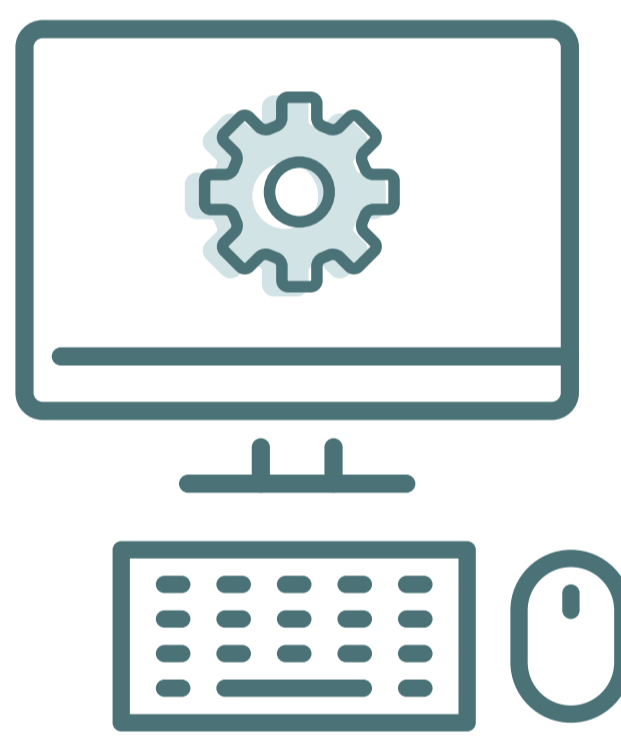
Draft guidelines to be shared with them on the first day

STEP 3 Set up the hardware first and then focus on the software.



New hires should have immediate access to all their equipment on the first day.

Reach out to the new hires' managers to identify any software required and install it beforehand.

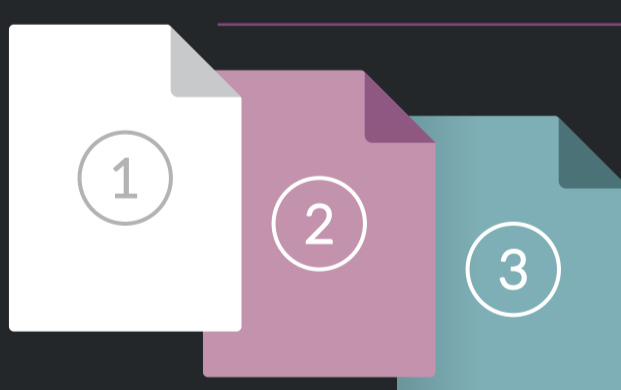


Make sure their workstations are properly set up along with all the peripherals they need.



Make sure the new hires have access to all of the organization's cloud-based systems.

STEP 4 Document the process with the help of checklists.



Any structured onboarding process requires proper documentation to keep track of all the steps.



A checklist can help ensure that you have followed all the steps correctly.

Documentation tools like IT Glue can come in handy during the onboarding process by enabling managers to share guidelines, checklists, information, etc., across different departments.

STEP 5 Onboard new hires on the first day.



Debrief the new hires about the organizational IT infrastructure they will have access to.

Provide information about your company's data privacy and cybersecurity policies and show them how to easily access information about guidelines and policies.



Train the new hires on how to use hardware such as printers, projectors, etc.



Show them how to raise an IT ticket and provide contact details of the IT administrator who can be reached should they have any issues.



For smooth onboarding, you need to follow a systematic approach with the right processes and tools in place. This reduces uncertainty and time wastage, and ensures your new hires feel as confident and productive as possible.

At the heart of any great process is IT Glue. Our smart documentation solution allows you to create consistency with checklists and collaborate with other teams, and effectively share SOPs and other critical information across departments. By ensuring information is easily accessible to techs and new hires, you can drastically reduce the onboarding costs of your organization.

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