



3 Things to Do Before Onboarding New Employees

Devolutions

HERE ARE 3 KEY TASKS TO KEEP IN MIND

Adding a new team member is exciting — especially if they know how to play [foosball!](#) Of course, it's always nice to say “welcome aboard” by having a team lunch, assigning a mentor, or viewing an orientation video ([just like Michael Scott](#)).

However, there are some important things that organizations should do before a new employee arrives. Here are 3 key tasks to keep in mind:

1 CREATE ACCOUNTS

Start by creating accounts for email, team collaboration apps, the file hosting service and the password manager. And don't forget to **assign login access to the building**, or else your new employee won't be able to get in!

2 PREPARE WORKSPACE

Your new colleague is probably going to be a little (or maybe a lot) anxious and nervous. They want to make a good impression and prove that hiring them was the right move. You can help make this happen by preparing their [workstation](#) so they can feel like they're part of the team right away.

For example, you can make sure their desk has all required material and supplies, and that their desktop or laptop (or both) has **all of the software they need**. Don't forget to check your inventory to make sure you have all the necessary equipment in case of quick hiring.

3 ORIENTATION & TRAINING

Yes, you're right: orientation and training obviously happen when your new colleague arrives, and not before. However, you should be prepared so that this critical phase is successful for everyone.

Remember, even if your new hire is a highly experienced specialist and a [God of Geeks](#), they still want (and need) to understand things like policies, procedures, rules, and all of the unwritten stuff that is part of the culture and overall environment. And of course, making sure that all new employees understand their role in the organization's strong cyber security program is a must!

We Can Help

[Remote Desktop Manager \(RDM\)](#) and [Devolutions Password Server \(DPS\)](#) can make life easier for both you and your new employees. For example, **in a matter of seconds** you can assign permissions, enforce policies and mandate the use of strong passwords. You can also [store credentials](#) on a new employee's computer and use [Devolutions Web Login](#) so that everything is ready on their first day of work.

What's Your Advice?

Please share your new employee onboarding tips and advice. What are some of the best experiences you've had? And what are some of the worst?