HOBXN REMOTE PRE-BOARDING CHECKLIST

Is your office in complete lockdown, or can new starters be inducted in the office on day one? Can be Lockdown inducted in office Does your organisation cater for BYOD, or do you have the facility to equip starters with hardware? **Arrange for Collection by worker** Shipment of of pre-configured them to go in **BYOD** pre-configured equipment from for day one equipment designated point Provide Set up access and **Worker collects** equipment access arrange shipment WORKER IS WORK REA **READY TO INDUCT?** These are some great online collaboration tools! Trello 13 🛞 GoTo Meeting 💤 slack 🔒 asana zoom

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