

Checklist for new team members

Documents

- Employee handbook
- Pitchdeck
- Organigramm / Kontaktliste

Onboarding

- Arbeitsvertrag
- Sozialversicherung
- Arbeitszeitregelung und Urlaub
- Büroschlüssel
- Datenschutzeinweisung
- Dienstgerät

Tools

- email@edkimo.com
- Invites für alle Online-Tools (Wire, Trello, Sendinblue, CRM, Lex, Office etc.)
- 1Password installieren
- Nextcloud-Zugang
- Superadmin-Zugang

Welcome meetings (15mins)

- Development → Kai or Torsten
- Office → Charlotta or Jessica
- Design → Don or Elina
- Management → Sebastian

Keep the meetings short. Let's discuss questions that arise from our handbook.

Getting started – Los geht's!

1. Task

Imagine you are a teacher and you want to get feedback from your students.

- Signup for Edkimo as a user
- Start a survey
- Send a survey link
- Answer a survey
- Analyse the results

2. Task

Describe your first impression.

- Add a Trello ticket on the dev board to share your first impressions in a user story:
 - o What worked well?
 - o What would you improve?
 - o What was hard to understand?

3. Task

Communicate with the team.

- Share the link to your Trello ticket in the WIRE team channel

Welcome to Edkimo! We are happy to have you on board!