

ReportStream New Team Member Onboarding

TEAM MEMBER CHECKLIST

We've put together this checklist to help make your onboarding experience a positive and productive experience.

FIRST DAY OF EMPLOYMENT

- Meet with several internal resources to review benefits, time keeping, company overview, welcome message, security, computer set-up, etc.
 - Visit your [CDC PRIME ReportStream New Team Member Hub](#)
-

SECOND DAY OF EMPLOYMENT

- Meet with your program manager or team representative for your official "Welcome to the CDC PRIME Team" overview (some of the topics from your New Team Member Hub will be covered in greater detail in this meeting)
 - Meet your [onboarding buddy](#)
 - Receive an invitation to the internal team Slack channel (if you don't have a Slack account, [set up a new account here](#))
 - Request access to the CDC PRIME ReportStream project on GitHub (if you don't have a GitHub account, [set up a new account here](#))
 - *For Engineers* - Install ReportStream on your local environment (for instructions, [click here to access the "Developer Getting Started Guide"](#))
-

BY END OF FIRST WEEK

- Meet with your onboarding buddy daily (for the first two weeks)

Review all the onboarding materials in your “CDC PRIME ReportStream New Team Member Hub” to familiarize yourself with the project’s key topics.

Participate in:

Scrum Team Daily Stand-ups

Additional Agile Ceremonies

Slack channel discussions

BY END OF SECOND WEEK

Meet with your onboarding buddy daily (for the first two weeks)

Continue to participate in meetings to listen in and gain knowledge

Continue to participate in Slack channel discussions to connect and collaborate with team members

Continue to review GitHub to familiarize yourself with the tool and stay informed with the project work

Return to your onboarding materials any time to get a refresher on the topics you’ve learned

QUESTIONS?

Reach out to your program manager or onboarding buddy during the start of employment for any questions or guidance. As you become familiar with your project and team, any team member can help answer your questions or direct you to someone who can.