Reboarding: Remote to Campus

For new hires that began working remotely and are now coming to work on campus for the first time.

Three essential steps to take to ensure a smooth transition.

1. Communicate
   - Return to campus date
     o Where to go
     o Where to park, if applicable
     o What time to arrive
   - Expectations for the first day back
   - Ensure building access is set-up
   - Share health & safety requirements for returning to campus

2. Workspace & Technology
   - Ensure workspace is ready.
     o Show to workspace.
   - Where or how to get supplies, if needed.
   - Where to keep personal belongings.
   - Arrange for technology to be brought back and set-up.
     o Schedule time with IT support, if applicable.
   - Ensure health & safety requirements are reviewed and understood.
   - Take a tour of the building to show:
     o Significant offices
     o Meeting rooms
     o Classrooms or labs
     o Other significant locations

3. Re-set norms and expectations
   - Communicate if there are changes to:
     o Work schedules
     o Requesting time off
     o Communications and meeting protocols
   - Continue to meet regularly with your new employee through the transition back to campus.