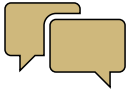


Reboarding: Remote to Campus



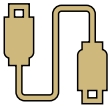
For new hires that began working remotely and are now coming to work on campus for the first time.

Three essential steps to take to ensure a smooth transition.



1. Communicate

- Return to campus date
 - Where to go
 - Where to park, if applicable
 - 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.
 - 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.
 - Schedule time with IT support, if applicable.
- Ensure health & safety requirements are reviewed and understood.
- Take a tour of the building to show:
 - Significant offices
 - Meeting rooms
 - Classrooms or labs
 - Other significant locations



3. Re-set norms and expectations

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

