



PRACTICAL

- ☐ Update employee information in [HR-ON Staff](#)
- ☐ Send link to digital Reboarding in HR-ON Staff, using the [Engagement Builder](#)
- ☐ Ensure employees are up-to-date with the current systems and programs
- ☐ Prepare the employee's work space: desk, chair, office supplies, etc.
- ☐ Make sure there is time in the Manager's calendar for Reboarding of employees



SOCIAL

- ☐ Send out a 'Welcome Back' video-greeting to employees before they return to the office
- ☐ Arrange a 1:1 Reboarding meeting with the Manager as well as regular 'check-ups'
 - How have you found working from home?
 - How are you feeling about coming back?
- ☐ Re-establish employee relationships with 1:1 catch-ups between colleagues
- ☐ Gradual reintroduction of social activities, focusing on teamwork and cooperation - e.g. team building and company breakfast



PROFESSIONAL

- ☐ Book team meetings to get updated on current projects and tasks - team dynamics is a crucial part of Reboarding
- ☐ Ensure the employees are updated about any changes during their time off
- ☐ Re-confirm roles and responsibilities with teams
- ☐ Offer refresher courses to help employees 'get back in the game'
- ☐ Managers prepare some initial tasks for the employee's first days back



ORGANISATIONAL

- ☐ Re-introduce employees to the work place with a physical or virtual office tour
- ☐ Set aside time to review the organizational structure and any changes
- ☐ Update the Employee Handbook to suit 'the new normal', incorporating for example flexible working times, remote working and online meetings
- ☐ Encourage an open dialogue around 'the new normal' working style