

How we onboarded 100 employees remotely

Day 1 onboarding schedule

9:30 AM PT

Welcome, history of Blend, and introductions

A warm welcome. This is a time to remind new hires that their mental health is our number one priority during these hard times, introduce the onboarding and leadership team, and then dive into meeting each other. We ask new hires to share their name, pronouns, new role at Blend, and where in the world are they WFH from. After that, we share a brief history of how Blend was created and where we are today.

9:50 AM

IT laptop setup

Shout out to our IT team — our tech experts set new hires up with all of the necessary tools needed to contribute on day one.

11:00 AM

Break

Break time

11:15 AM

Employee experience

We talk through Blend's wellness program, recognition, events, blubs (Blend clubs), and ERGs (employee resource groups).

11:30 AM

Communications

How do we communicate at Blend? This is especially important during the mandatory work-from-home period.

Your checklist for making onboarding great

New hire box when the offer is signed

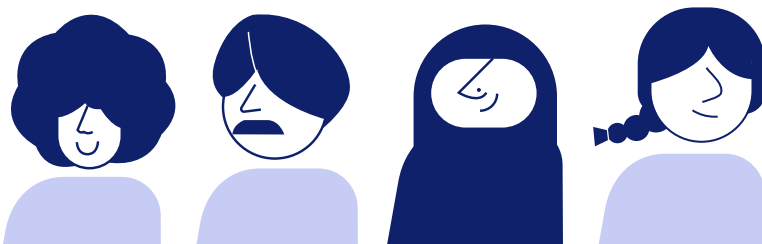
- Custom box
- Socks (*the most popular swag item — who knew*)
- Chocolate
- Enamel Blend pin
- Hat
- Handwritten welcome note

Day one swag

- Embroidered crewneck
- Coasters
- Blend stickers
- Notebook and pen
- Mug for our coffee and tea folks

Day one logistics for the new hire sent one week before start date

- Laptop tracking number
- Schedule for day one (*don't forget the time zone*)
- Zoom login
- PDF attachment with laptop setup instructions (*quick guide on getting the computer set up prior to onboarding*)



12:00 PM

Break

Break time

12:30 PM

Leadership team
introduction

Members from our leadership team say hi, introduce themselves, and answer any questions. A popular question has been “what does success look like at Blend?”

1:00 PM

Facilities
introductions

We aren't giving an office tour ... but a member from our facilities team says hi and shares that they are a resource to help answer any questions. We always ask an interesting question during this time to get to know each other — check out some of our favorites in the feature box.

1:15 PM

Security

A session on keeping Blend safe. New hires will learn what phishing emails are and how to avoid them.

1:45 PM

Benefits and perks

This session is for full-time employees and goes through all of our health benefits.

Fun conversation starters

- What was your first concert?
- What's been your favorite quarantine dish you've cooked or ordered?
- What is a project you've worked on during this time?
- Pineapple on pizza? Heck yes or no?
- What hobby have you picked up during quarantine?
- Dog or cat show and tell.
- Coffee or tea? Show your mug!

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