

# Employee onboarding

Onboarding is the first contact for staff with a company. When they onboard they are initially equipped with their [personal equipment](#).

## Business requirements

Onboarding a new employee with equipment involves several steps to ensure that the employee has the necessary tools and resources to perform their job effectively. Here is a general outline of the process:

- **Determine equipment needs** - Identify the equipment, tools, and resources that the new employee will need to perform their job duties. This could include things like a computer, phone, printer, or specialized tools for their field. The equipment need requires the taking of body information ([Measuring In](#)), when it comes to equipment the person
- **Procure equipment** - Obtain the necessary equipment, either by purchasing it or by acquiring it from within the company. If the company has a procurement process in place, follow that process to ensure the equipment is obtained in a timely and cost-effective manner.
- **Set up equipment** - Prepare the equipment for use by configuring it and installing any necessary software or applications. Make sure the equipment is fully functional and working properly before giving it to the employee.
- **Provide training** - Train the new employee on how to use the equipment, including any software or applications that are required for their job. Make sure they are familiar with all of the functions and features of the equipment, so they can use it effectively and efficiently.
- **Document equipment usage** - Keep a record of which equipment has been assigned to the employee and any important details, such as the make and model, serial number, and warranty information. This information should be included in the employee's file, so it's easily accessible if any issues arise.
- **Ongoing support** - Provide ongoing support and training to the employee as needed. If they encounter any issues with the equipment, help them troubleshoot and resolve the problem.

By following these steps, you can ensure that your new employee is well-equipped to perform their job and that they have the resources they need to be successful in their role.

## Onboarding flavors

The onboarding itself is the first contact with [personal equipment management](#). With ZUGSEIL onboarding is entire digitalized and may happen in two flavors depending on the use case:

- **Self onboarding** - the user performs self-onboarding with a private device (eventually before the first workday from home) after a login token has been received. The user is supported by digital assistants in this process of ordering equipment required on the job by [digital ordering assistants](#), like our [equipment management assistant](#). The user is guided by rules, which are predefined by the organization. Also there exist powerful tools, like [AI based size recognition](#) which can at least partially compensate the absence of a tailor and support the user to still find proper equipment sizes and variants.
- **On-Site onboarding** - in this case the organization either itself operates a point of service or

has external partners (e.g. tailors or equipment shops), which cater the onboarding processes and support the person throughout the onboarding processes. For these scenarios the [ZUGSEIL TILA](#) was created.

## Related articles

- [ZUGSEIL TILA](#)
- [Personal Equipment Management](#)
- [Body data capturing and management](#)