

NEARSHORE DEVELOPER ONBOARDING CHECKLIST

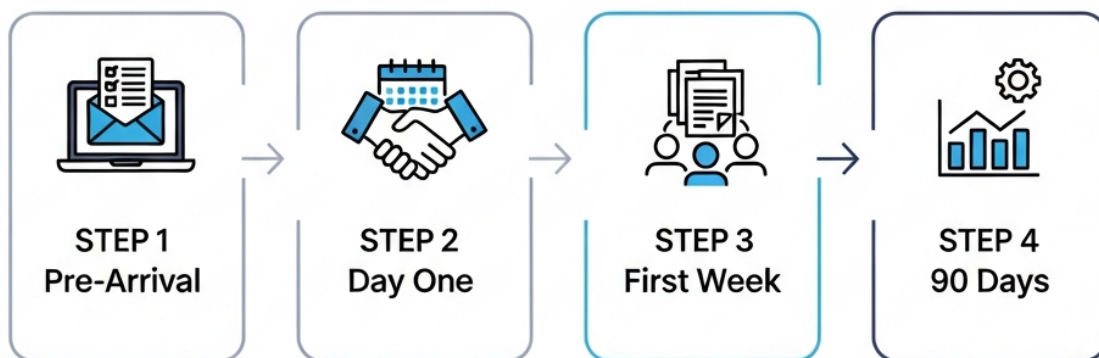
The Complete 8-Week Framework by Betterway Devs

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Introduction

This checklist ensures your nearshore developer onboarding is structured, thorough, and effective. Use this as your roadmap for the first 8 weeks to achieve 90%+ productivity and long-term retention.

4 STEP DEVELOPER ONBOARDING



Phase 1: Pre-Arrival (Week -1)

Goal: Remove all technical and logistical blockers before day one.

Technical Setup

- ☐ Create GitHub/GitLab account with appropriate repository access.
- ☐ Set up Jira/Linear/Asana project management access.
- ☐ Create Slack workspace invite (include all relevant channels).
- ☐ Provide AWS/GCP/Azure credentials and staging environment access.
- ☐ Grant access to documentation (Confluence/Notion/Wiki).
- ☐ Set up CI/CD tools and monitoring dashboard access.

Security & Compliance

- ☐ Provide VPN credentials with setup instructions.
- ☐ Configure 2FA requirements (Authy, Google Authenticator).
- ☐ Finalize NDA and IP agreements (via staffing partner).
- ☐ Schedule security overview session for week one.

Documentation & Preparation

- ☐ Update architecture overview documentation.
- ☐ Verify development environment setup guide is current.
- ☐ Document coding standards and git workflow.
- ☐ Prepare deployment process documentation.

Team Preparation

- ☐ Assign onboarding buddy (mid-to-senior developer).
- ☐ Block calendars for week one intro meetings.
- ☐ Send team announcement about new hire.
- ☐ Identify and document first task (well-scoped, meaningful).
- ☐ Receive candidate profile document from staffing partner.

Phase 2: The First Day

Goal: Build an immediate human connection and set clear expectations.

Welcome & Integration

- [] **Welcome 1-on-1:** Meeting with Engineering Manager (Review goals, role, and success metrics).
- [] **Team Introduction:** Informal introduction via Slack and/or video coffee chat.
- [] **Buddy Introduction:** Meet the assigned onboarding buddy for peer support.

Technical Immersion

- [] **Architecture Tour:** High-level walkthrough of the system and tech stack.
- [] **Development Workflow:** Review PR process, testing requirements, and deployment.
- [] **The "Quick Win":** Complete the first small task (e.g., small bug fix or UI change).

Phase 3: First Week

Goal: Deep integration into workflows and engineering culture.

Rhythm of Business

- [] **Core Hours:** Establish and confirm overlapping hours for collaboration.
- [] **Ceremonies:** Participate in all team rituals (Stand-ups, Refinement, Retros).
- [] **Pair Programming:** Schedule at least two 1-hour sessions with Buddy.

Strategy & Product

- [] **Roadmap Review:** Deep dive into current quarter goals and product vision.
- [] **User Context:** Review user personas and common pain points.

Phase 4: First 30-90 Days

Goal: Full autonomy and strategic value contribution.

Autonomy Milestones

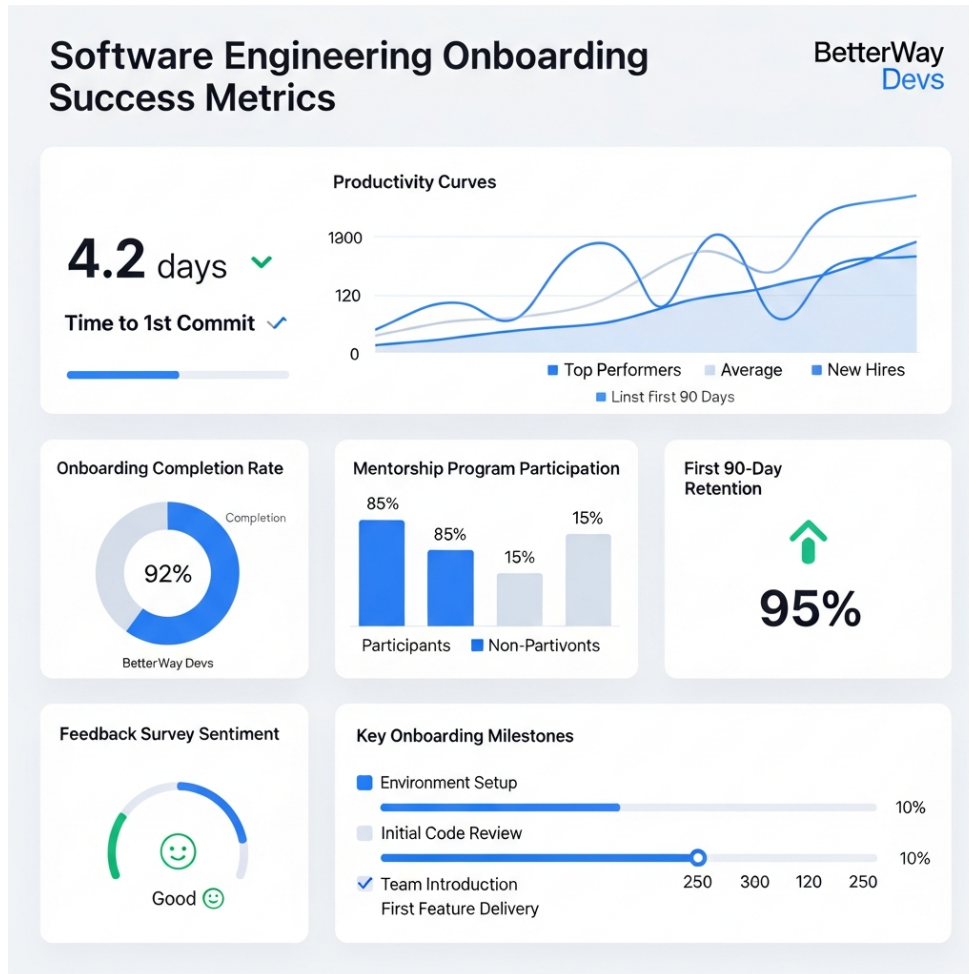
- ☐ **First Major Feature:** Own and deliver a significant piece of functionality.
- ☐ **Code Reviews:** Actively participate in reviewing peers' code.
- ☐ **Process Feedback:** Provide input on how to improve team workflows.

Long-term Success

- ☐ **30-Day Check-in:** Review progress against initial expectations.
- ☐ **90-Day Review:** Discuss long-term career growth and impact within the team.

Success Metrics

Metric	Target
Time to 1st Commit	< 48 hours
Time to 1st PR	< 1 week
Productivity at Week 4	80%
Productivity at Week 8	100%
90-Day Retention	Still with company



Common Pitfalls to Avoid

- **"Set it and forget it" mentality:** Schedule daily check-ins for the first 2 weeks, then weekly 1-on-1s.
- **No clear first task:** Identify a specific 1-3 day task before the start date.
- **Assuming they'll ask questions:** Create explicit "question time" during syncs.
- **Ignoring time zone realities:** Establish core hours and respect their offline time.
- **No feedback until it's too late:** Provide weekly feedback in the first month.
- **Treating as "cheaper labor":** Give quality work and include them in strategy discussions.

About This Checklist

This onboarding framework is designed to help companies successfully integrate nearshore developers from Latin America.

About BetterWay Devs

About BetterWay Devs For 15 years, BetterWay Devs has connected US companies with exceptional software developers from Colombia and Latin America. We specialize in Colombia-based talent and take a transparent, relationship-focused approach to nearshore staffing. We partner with you to ensure long-term success. [Learn more about our approach.](#)