

Tips for Onboarding Remote Employees

Create a Memorable First Day

Schedule a virtual “meet and greet” inviting colleagues to join a Zoom meeting to introduce themselves.

Review Onboarding Plan

Review their onboarding plan and agree upon realistic, clear goals and expectations with dates and timelines.

Equipment Setup Support

Ensure the new employee has the equipment needed, and the technical support to go to with questions or issues.

Communication

Schedule regular (weekly) one-on-one meetings using video to create a “face-to-face” environment. Let the employee know your communication style, and how you like to be communicated with. Ask the employee to share their preferred communication style/methods as well.

Help Connect with Others

Create opportunities for the new employee to connect with others in the department. Identify a peer “buddy”, or “buddies” who the new employee can reach out to with questions.

Ask for Feedback

Ask the employee for feedback regarding their onboarding experience. Ask what else they would need? What do they need more of? What do they need less of?