













VIRTUAL ONBOARDING BEST PRACTICES

Building a comprehensive onboarding plan for new employees working from home, will ensure they are engaged, productive and quickly integrated into your organization. Here are some suggested best practices for remote onboarding of new employees.

-  Utilize DocuSign or HelloSign or another electronic document management system to easily manage new hire paperwork requirements for onboarding.
-  Communication is key for effective and productive remote working arrangements. To communicate remotely with employees, there are many excellent video conferencing technologies available to choose from such as WebEx, Zoom, Skype, Google Hangouts, etc.
-  Ensure all technology is pre-ordered and delivered to the new employee in advance of their start date.
-  If your company provides a welcome package for new hires, ensure this is delivered to the employee's home before their first day of work. We suggest including items with the company logo such as mouse pad, water bottle or coffee cup to make them feel part of the organization every day.
-  Create a 10-day onboarding schedule for new hires and send the employee calendar invites for scheduled events, meetings and training sessions.
-  Schedule a conference or video call between your IT specialist and the new hire to assist the employee with set up of their new computer and phone and to ensure they have proper access to all company IT systems/networks.
-  Plan a meet and greet video call with new team members. Assign one team member to be the new hire's "buddy" or "peer mentor" during the onboarding period and set up a separate video chat to introduce the buddy or mentor to the new employee.
-  Share reading materials with the new hire including employee handbook, SOP's, material on shared company drive (templates, standard forms, and documents). Schedule time in their calendar during the onboarding period for the employee to review this information.
-  Book time in the employee's schedule to complete various onboarding training sessions such as health and safety programs, IT systems, workplace awareness, and any other company-specific training requirements.
-  Within the first few days of employment, begin inviting the employee to regular conference calls that they should be attending going forward. Ensure the meeting facilitator adds the new hire to the invite distribution list.
-  The employee's manager should book regular check-in calls with the employee during the first 10 days of onboarding and then weekly 1:1 calls going forward are recommended.
-  Schedule a virtual fun or social activity in the employee's onboarding calendar with their team members (virtual water cooler chat, team video lunch or coffee) so they can build relationships with colleagues. Making a new employee feel part of the team will set them up for success in their new role and with a little extra effort, this can also be done effectively for employees working from home.

Hiring and retaining skilled talent is paramount for your company's success. Finding the right people – who have the right skills and right personality fit – can be incredibly challenging in today's job market. At hireVouch, we can help you acquire the highest calibre candidates through the relationships we have formed over more than a decade. Our approach is an ethical one. Rather than use the often-employed aggressive methods typical of the recruitment industry, our focus is placed largely on referral-based networking.