

Virtual onboarding is here to stay

5 ways to pump up your remote new-hire experience

As we emerge from our home offices and begin to venture back to the workplace, it's clear that life is starting to become a little more normal. However, we must also face the reality that no matter what, remote workers will continue to be more common from now on—and so will virtual onboarding.

Engaging new hire's remotely is challenging and requires thinking outside of the screen. Use these five tips to beef up your onboarding experience and ensure new employees feel like part of the family from Day 1—despite the lack of physical interaction.

1 Create an onboarding routine

- Create a structured schedule for new employees to follow for the first 2–3 weeks
- Get new hire's acquainted with their teams and new work environment

2 Assign a spotter

- Make sure each new hire has a “spotter” or mentor to:
 - Guide them and answer questions
 - Help them digest large amounts of information
 - Lift them up when they feel overwhelmed

3 Schedule training sessions

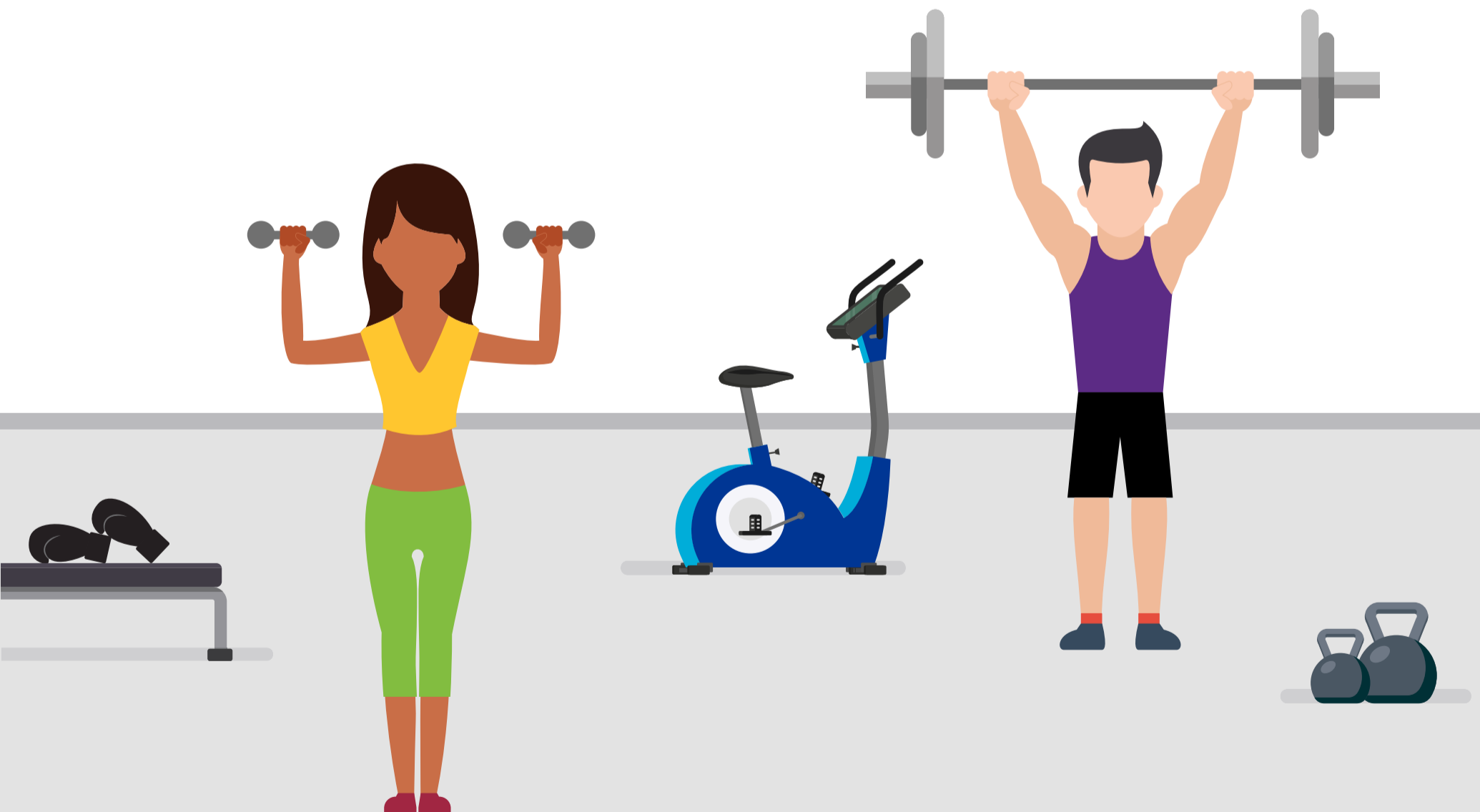
- Set up several short training sessions to teach new hires the ins and outs of the company
- Be sure to review with new hires the necessary technology, such as computer, VPN, intranet access, web meeting access, etc.

4 Life morale

- Schedule a remote welcome lunch with colleagues during the new employee's first week
- Have lunch delivered to your new hire's home
- Create virtual welcome backgrounds that feature your new hire and have colleagues use the background during the remote lunch

5 Deliver gear

- Brainstorm 10–15 useful items every new hire should have in order to feel like part of the family from Day 1. For example, mouse pad/ keyboard, company sweatshirt, personalized business cards, etc.
 - Have the company logo applied to each item, when possible
 - Ship the items to your new hire's home during their first week



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