Remote Employee Onboarding

Whether you are onboarding a remote employee because they temporarily can't be in the workplace or that they will be home based permanently it is so important to have an effective onboarding process as the new employees will miss the opportunity to organically integrate into the company culture and processes that you would normally get from being in the workplace.

As with any employee onboarding process it is important to have formal and informal elements so there is the opportunity to build relationships as well as gaining the knowledge given through onboarding. Onboarding is one of the most influential factors when it comes to employee experience and can really affect company profit and growth as well as long-term employee retention.

The responsibility of your new employees fitting in and getting up to speed sits with the company and the preparation that has been made for that employee.

1. Develop a two-week plan

Remote workers can take longer to onboard because they aren't physically with others.
Create a plan, setting up all the meetings with agendas, video links, etc.
This will reduce the stress and anxiety new employees can have and ensure they are getting introduced to all the people, processes, and projects necessary.

Be creative – Balance the more formal activities with some informal chats and fun icebreakers.
If you have employees who live near each other, they can meet in person for coffee or lunch or you can get food delivered to two people who can share a meal "together" over video as they get to know each other.

2. Start with a small project

Collaborate on developing a clear plan for the new employee (first 30, 60, and 90 days) so you're both aligned on the expectations for the role.

They could start with an exercise within the first couple of weeks that requires cross-team collaboration or knowledge discovery to introduce them to other team members, information at the company, and regular contact within your remote culture.

3. Onboard in groups

Onboarding in groups is a great way to maximise the effort and investment of onboarding and training new employees. It also creates a sense of community amongst your new employees, they have 'buddies' who are in the same boat as them and can share the experience and resources.

4. Ask for feedback

Ask each new remote employee to pay close attention to the process and tell you what worked and what didn't. This will allow you to continuously improve the process for your future new employees and everyone likes to be asked for their thoughts and ideas!

5. Allow time and space for personal connection

Ask your team to reach out to new employees and introduce themselves to start building relationships from the first week – and even meet up if they live in the same area.
If you can, invite new employees to spend some time together in the workplace (if possible), have lunch, or have an offsite with everyone.
If this isn't realistic for your team, you can still create some remote-based activities for teams to spend non work-related time together.

Our consultants are highly skilled in the whole recruitment process including onboarding so please do get in touch with your local team of specialist consultants for more information or support.

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