Top 10 Tips for Onboarding Remotely

1. Chat through your new joiner's homeworking set-up to determine their requirements
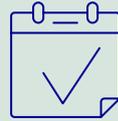
2. Arrange delivery of their IT equipment in advance of their start date, including set-up instructions and login details

3. Make them feel valued and secure – keep in regular contact, send a welcome gift and let them know the plan for their first week

4. Prepare a structured induction plan to help your new joiner become a productive contributor quickly

5. Book induction meetings with other departments and key stakeholders

**6.** Set up a virtual team meeting for their first day along with social events

7. Help them to build their network – assign a buddy and a mentor and ask colleagues from other departments to set up video calls to give an overview of their roles
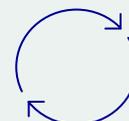
8. Encourage social interactions – ask your team to set up a 15-minute virtual coffee and chat to recreate those 'water cooler' moments
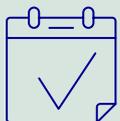
9. Agree a communication plan, schedule regular 1-2-1s and set clear expectations

10. Strategise for the future, seek feedback and consider how your team can continue to use innovations and adapt to the ever-changing environment