Remote Employees Onboarding Points to keep in check

When hiring remote employees, we need to make sure that the process is smooth as onboarding onsite is different from onboarding remotely.

Here's a checklist specialised to onboarding remote employees-

- **Send in IT hardware and manuals** to new employees which includes Laptop/Desktop, mouse, headphones and keyboard. The specifications of the laptop also needs to be something that needs to be looked out for as the projects they will be assigned may require different device specifications. For example, an employee working on a basic coding project will require different device specifications compared to an employee working on a machine learning project. After shipping, IT support will help the new employees with their setup at home via audio or video call and then verify their setup so they are ready to work.

- **Make new employees feel like part of the team**

1. Have the team make a welcome video personalised for new hires.
2. Have the new employee make an introduction video, if they want to.
3. Send an invitation to an in-person event for an informal introduction.
4. Send them promotional gifts such as apparel and office supplies, customized with your company's brand, colors, and logos
5. A welcome letter or note from their team , the CEO or Hiring Manager.
6. Personalized gifts they're likely to enjoy (like a book or gift cards from local or online stores)

- **Help new hires to complete their paperwork.** Signing employment contracts and legal documents can delay the process of onboarding if they have to print, scan and mail those documents. We can consider using electronically connected tools to send in their documents through e-signature on a secured platform.

- **Inspire them** to become a part of the company culture by having company leaders or top performers share their stories. Show them what you do through **presentations, pictures and videos.** Provide information about potential for growth for their specific position or the company in general. If someone was promoted from the new hire's position, have that person discuss their growth experience.

- Make them familiar with our **communication tools** through which we meet or interact on a daily basis. Also provide them with their own **professional Email account**.

  Make sure employees have a list of regular tasks, goals, stretch goals, and key performance indicators through which we assess their performance and know where the employees need improvement.

1. Share short term and long term goals
2. Have one-on-one meetings with your new hires on a weekly basis to discuss any issues.

- Have **interactive role-specific training sessions** with scavenger hunts and puzzles to solve which will keep new hires engaged in training. We can also include small gifts to award winners which will increase competition between new hires.