



Onboarding  
new staff remotely

Onboarding new staff remotely requires a conscientious approach to ensure a smooth transition and integration into the company culture. Here are ten tips to help you effectively onboard new staff members remotely.

# 1

## *Create a detailed onboarding plan*

Develop a comprehensive onboarding plan that outlines the specific tasks, activities and timelines for the new staff member's first few weeks. This plan will provide structure and clarity to both the new employee and the onboarding team. Think about how they can feel they've 'joined before they join'.



## *Provide essential resources in advance*

Send necessary documents, company policies and any required equipment to the new staff member prior to their start date. This allows them to familiarise themselves with the information and be prepared for their first day.

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## *Schedule virtual orientation sessions*

Conduct virtual orientation sessions to introduce new employees to the company's values, mission and culture. Provide an overview of the company's structure, departments and key stakeholders. If the company use psychometrics – consider sharing some ahead of time so your new team member can accelerate their understanding of their colleagues.

## *Assign a mentor*

Pair the new staff member with a seasoned employee who can act as their mentor or buddy. This person can guide them, answer questions and help them navigate the virtual work environment.

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## *Set up regular check-ins*

Schedule regular one-on-one video meetings with the new employee to check on their progress, address any concerns and offer support. These will help build rapport and provide an opportunity for feedback.

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## *Facilitate virtual introductions*

Arrange virtual introductions with team members and key stakeholders to help the new staff member build relationships and feel connected. Consider setting up informal virtual gatherings to foster social interaction and team bonding.

## *Provide comprehensive training*

Offer online training sessions or resources to ensure the new staff member receives the necessary job-specific training. Encourage self-paced learning: Provide access to learning materials, online courses and resources that the new employee can explore at their own pace. This empowers them to take ownership of their own learning and development.

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## *Provide a virtual tour of the workplace.*

Offer a virtual tour of the physical office space or workplace environment. Use video conferencing tools to showcase different areas, such as office layout, common areas and any relevant facilities. New starters can use this opportunity to ask questions about how things work when in the office environment and raise any accessibility issues ahead of time.

## Foster communication channels

Establish clear communication channels, such as team collaboration platforms or chat tools, to facilitate communication and collaboration among team members. Encourage new staff members to actively participate and ask questions.

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## Seek feedback and iterate

Regularly gather feedback from new staff members about their onboarding experience. Use this feedback to continuously improve your remote onboarding process, identify pain points and implement necessary adjustments.

*Remember, remote onboarding requires extra attention to communication and connection-building to ensure new staff members feel welcomed and supported from the start.*

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