

# Tips for Successful Remote Onboarding



**Virtual recruiting and onboarding has become a lot more common as we experience a cultural shift in the acceptance of remote working practices.**

Providing employees with a positive onboarding experience can enhance the productivity of that team member, and improve retention rates in the business by up to 82%. And while welcoming a new team member remotely does have its own challenges, there are a lot of opportunities to make a great first impression. Set your new starters up for success with our remote onboarding tips and checklist.

## Pre-First Day

Be accessible after a contract is signed. An onboarding plan should be prepared prior to their first day, so there is no downtime once they start.

## Week 1

Include but don't overwhelm. There is a lot of new information to absorb, so let new joiners take learning at their own pace before they dive in to projects.

## Day 1

Set up a video call to meet their immediate team on day one. Video-on during calls should be encouraged to help put faces to names.

## Ongoing

Encourage ongoing check-ins and 1:1 sessions with their direct manager to get feedback and uncover areas where they may need additional support.

Are you looking for tools to empower your remote team? Swingvy's cloud-based HR system brings people together, no matter where they are.

[\*\*Get in touch to find out more.\*\*](#)

# Remote Onboarding Checklist

## Pre-First Day

- Be accessible prior to a new joiner's first day
- Have all equipment ready and sent to the joiner's workplace or home
- Build an onboarding plan for their first few weeks
- Send over the first week's schedule prior to their first day

## Day 1 & First Week

- Introduce their team members on the first day through video call
- Send a list of 'key people' who they will be dealing with day-to-day
- Provide accounts and access to all business tools and programmes
- Share an organisation chart to put faces to names
- Share a reading list and video guides for them to watch on-demand
- Send a list of bookmarks that will be helpful to their role
- Provide a list of competitors for them to look into
- Provide links to company policies
- Have them meet and have an overview with all business departments
- Share recent meeting minutes and project overviews

## Ongoing

- Celebrate learning milestones of your remote joiners
- Share a document for them to add questions to as they come up
- Schedule regular 1:1 sessions with their manager
- Ask for feedback on their onboarding experience