

RECRUITERS' GUIDE TO REMOTE ONBOARDING

RECRUITERS
looking for you

How employers onboard new staff remotely during the Covid-19 crises will be vital to retaining this talent in the future and will ensure optimised productivity from day one.

NEW HIRE ORIENTATION

Email a **five day agenda** to each new hire. Each day should be broken down by time and topic, including breaks.

Topics should include, company overview, communication & security, culture & values, benefits overview and daily "wrap ups" of all information.

MAKE GRADUAL INTRODUCTIONS

Don't overwhelm new starters with new faces and names. It's a good idea to schedule in **short video meetings** with those who will work closely with the new employee in the first few weeks. **Video coffee breaks** are great!

INCREASE ONBOARDING LENGTH

Depending on the company, onboarding can take anywhere from 1 week to 90 days, on average. Research suggests that onboarding should increase to a year to improve retention and productivity. Regardless of this, given the current circumstances, your digital onboarding process should be **at least 90 days**.

GOALS & EXPECTATIONS

Prompt hiring managers to set specific and **timely goals & expectations**.

Remote workers should not wait until their manager is online to understand what he/she is expected to do. **Share a task calendar** to assist with this.

WELCOME ABOARD VIDEO

Within the "welcome aboard" email, schedule a **video call** to also welcome them as personally as possible. Don't forget to invite your colleagues and any other important members too. Provide **an overview** of what new employees should expect in the coming days.

CO-ORDINATE VIDEO LINKS

Where possible, topics and training should be done via video, or a recorded webinar, by the relevant team member. **Record the videos** so that you have them to use again in future remote onboarding sessions.

PREPARE ALL HR ELEMENTS

Often easy to overlook during a crises but it's important to have contracts, employee handbooks, ID and computer logins and set up guides at the ready **from day one**.

HAVE A DIGITAL BUDDY SYSTEM

A remote buddy system is simple to implement. **Assign a 'buddy'** to a new employee (not their manager!), to check in once a week initially. Include virtual coffee breaks and video lunches. It ensures the new employee is settling in from a **company culture** and your 'way of life' point of view.

CATCH UP SOCIALLY

Even if you never had social outings or "townhalls" before, we recommend that you gather the company together at least once a week in a **social environment through video**. Share a glass of wine, meet each other's children and just have fun!

RECRUITERS
looking for you

TEL: +353 (1) 632 5020

EMAIL: BRIAN.MCFADDEN@RECRUITERS.IE