Virtual Onboarding Tips

Email some welcome swag!

* Gift card to a local bakery or similar
* Treats from an online vendor
* Donation to a local non-profit

Technology Set Up

* Ensure they have all the equipment needed
* Platforms are known
* Accounts created

Make Day One Special

* Schedule one-on-one chat first thing in the morning
* Hold a group chat with the new hire’s closest coworkers
* Have a virtual group lunch (on the company’s dime = sent a Grub Hub coupon or similar)
* Extend group chat invitations
* Virtual high-five at the end of the day

Communication is Everything

* Over-communicate
* Schedule virtual team hangouts
* Hold one-on-ones with webcams on
* Proactively ask new hires for input during bigger group meetings

Share Overview of Benefits and Enrollment Info

* Send resource links and help docs
* Get them in contact with a benefits person
* Ensure they are aware of timing/deadlines

Consider How-To or Info Videos

* Welcome/UI Orientation Info
* Orientation to the dept (i.e. background, mission, staff intros)
* Virtual tour of Self Service needs for new employees