Preparations

— Confirm start date, check-in time, & video conferencing details (link and dial-in information)
— Handle any paperwork that can be completed before Day 1
— Identify tech needs & requirements
— Set up the new hire's email address and add it to the company directory
— Add the new hire to relevant email lists and messaging platforms

Setup

— Send a laptop & any accompanying devices your new hire needs to be successful (ex: monitor, mouse, keyboard, & chargers)
— Provide remote access & security information, if any
— Create a welcome pack with access instructions

Communication

— Ask the new hire for a short bio, three to five sentences, that you can share with the team
— Define the first week's agenda and share it with the new hire
— Set the new hire up with video conferencing access

Planning

— Grant access to key accounts, drives, systems, tools, & platforms
— Set up recurring one- on-one meetings, & add the new hire to any recurring meetings that already exist
— Schedule relevant training sessions
— Plan the new hire's first assignment

Basics

— Ask about their virtual working style (ex: do they prefer email, chat, or calls)
— Check with HR to make sure proper paperwork is complete
— Detail relevant processes (like creating expense reports and timesheets)

Systems

— Show them how to use and access company systems, like your intranet site to find resources or HR software to track time off and complete performance reviews
— Provide access to necessary files, file folders, and shared drives they'll need

Introductions

— Announce the new hire to appropriate teams, sharing their bio and title
— Arrange introductions to coworkers and other key partners (tip: back-to-back meetings can be exhausting so try to space them out and give your new hire mini breaks)
— Show your new hire how to get support from IT and HR

Warm Welcome

— Provide company swag to make the new hire feel like part of the team
— Send invites to virtual lunches, chat channels, email lists, happy hours, or other group events
— Schedule a virtual team lunch to introduce the new hire

Job and team overview

— Provide insight into the day- to-day job requirements
— Clarify the schedule for the week and confirm required training
— Arrange virtual coffee meetings with individual members of the core team (tip: keep the conversation non-work related to build stronger relationships)

Job description, duties, and expectations

— What will the new hire be doing?
— What are the role's specific responsibilities?
— What are your goals for the new hire?
— What are the new hire's goals and expectations?
— What's expected in 30 days? In 60 days? In 90 days?

Manager overview

— Define your personal management style
— How can you best work together? What are your preferences and expectations?
— Review internal processes and workflow
— Explain the annual performance review and goal-setting process
— Leave plenty of time for questions

Essential resources

— Supply product information, industry research, competitive analysis, brand materials, internal process documentation, and system training links
— Define expectations for how and when the new hire should master the information

Company mission

— Review the company's mission statement, brand values, organisational structure, and goals
— Arrange a meeting — ideally within the first month — with the company leadership and the new hire to align on missions and goals

Looking ahead

— Set up any additional training sessions
— Schedule check-ins to review progress with on-boarding materials and discuss any questions
— Assign an on-boarding buddy to your new hire

First assignment

— Design a challenging but attainable initial assignment for your new hire
— Establish timelines for the first assignment and set check-in dates

Encourage success

— Arrange a virtual lunch, happy hour, or game time with the broader team
— Help the new hire meet more people and grow visibility
— Set aside time to review your working relationship, encouraging honesty & transparency

> — *Are there any areas of friction?*
> — *How could you and your new hire work better together?*
> — *Does the new hire have any questions or concerns?*

Assess the work

— Schedule time to regroup and discuss the new hire's first assignment
> — *What was done well?*
> — *What could be done better moving forward?*
— Make adjustments & set clear goals for a six-month review

Foster growth

— Discuss additional assignments & a larger roadmap of key initiatives
— Assign a mentor & make introductions
— Set performance expectations & establish that you'll provide monthly feedback regarding job performance, including a more formal annual evaluation
— Assign any other required reading, including books that are critical to the industry or role

Monitor happiness

— Ensure that the new hire's workload is manageable to avoid burnout
— Note the kinds of tasks & projects the new hire enjoys most, keeping this in mind when assigning future work

Set up for success

— Play to your new hire's strengths rather than focusing on their weaknesses
— Offer opportunities for cross- training to broaden their skillset

Measure and refine

— Gather feedback from your new hire to help you improve your future on-boarding process
— Provide relevant feedback to HR & the recruiting team (ex: Was the virtual new hire paperwork process smooth?)
— Provide relevant feedback to IT (ex: Were there any issues with setting up computer systems?)