

Onboarding Remote Team Guide

When onboarding as a remote organization – or even just for a remote position – it proves paramount to give employees every opportunity to succeed with highly selective hiring, proper onboarding and thorough training.

Because when done well, it may take more time and effort on the front end – but the returns are well worth it.

Here's how to do just that.

Step 1

GATHER HOLISTIC, CRITICAL AND MULTIDIMENSIONAL TRAINING ELEMENTS

This includes:

- Online courses
- Required reading
- Time for self-study, paperwork, and more
- Your core values, mission, values, services, culture
- Position logistics and tactical training for technologies, processes and more

Step 2

MAKE AN EXTREMELY DETAILED PLAN

We're talking a detailed training schedule for the first month down to the hour. Why? Rigid adherence to a training plan communicates that you value them as a new employee and you want to get them up-to-speed as quickly as possible.

The training schedule should...

- Be scheduled day-by-day and hour-by-hour, using [our template](#) to get you started
- Include in-person meetings when possible
- Be devoid of any guesswork
- Be consistent so every new employee goes through the same, experience when they start with your company

Step 3

PREPARE FOR DAY ONE

You want them to know you've planned for them with intentionality.

This includes...

- Collaborative efforts between HR, IT, and the Hiring Manager
- Setup within all necessary systems
- Training modules prepped

Step 4

WELCOME THEM ON THEIR FIRST DAY

Whether in a weekly staff meeting, email or similar, be sure that...

- Both you and team members schedule one-on-one video calls with them
- Your new employees meet the leaders of your organization
- They see your leadership as approachable
- Your leaders communicate the vision and the "why" behind what you're doing
- They understand the company's values and where the organization is headed

Step 5

SET CLEAR EXPECTATIONS AND GUIDELINES

This is especially critical in a remote environment to let employees know from the beginning exactly what your expectations are of them and their role.

These should included communicating...



AVAILABILITY.

Clearly communicate when you expect them to be 'online' by phone, text, email, chat or otherwise. And when they are not available, explain that they need to communicate this in advance.



PRODUCTIVITY.

Explain the shared and measurable objectives in no uncertain terms to eliminate the temptation to micromanage.



MEETINGS.

If there are mandatory meetings employees are expected to attend, whether weekly, monthly or quarterly, explain these expectations in advance, as well as how you'll meet, if virtual (Zoom, Skype, etc).



SUPPORT.

Let new team members know where to turn when they have questions – and they will have questions. Whether it's someone in HR, a peer, a team leader – or even all three – this helps them feel welcome and less like the new kid who can't find the lunchroom on the first day of school.

Final Steps

YOU DESERVE THIS. AND YOUR EMPLOYEES DO, TOO

After four *intensive* weeks of onboarding your remote employee, you should both feel more comfortable allowing a *little* more space between you.

Encourage them to be in the driver's seat to start running with tasks – giving them a week or two to get their sea legs – and when you *both* feel like the time is right, continue your cadence of handing tasks over, checking in, offering feedback and support – wash, rinse, repeat.

In no time, you'll have a well-trained, integrated and independent rockstar remote employee ready to help you conquer the world.