

How to Create a Virtual Onboarding Plan



Before you can successfully onboard new employees, your organization most likely will need to create a virtual onboarding plan. The old processes of having your new hire sit in the office filling out seemingly endless forms and paperwork are gone - maybe for good - so it's time to tweak your traditional process to fit the new virtual world.

Here's a simple breakdown for creating a virtual onboarding process before your new hire starts.

1. Change all your physical paperwork into editable PDFs. It's also a good practice to send these digital files to your new hire after the offer is accepted but prior to their start date. This will save time; they'll need to do admin work and let them start training faster.
2. Plan their first week schedule. If your new hire meets with various departments, these departments should have an overview presentation prepared to walk the new hire through how each department contributes to the business.
3. Set up their technology before your new hire starts. This will save time and headaches for your new hire trying to set up their systems.
4. Subscribe to the notion you cannot over-communicate with your new hire. Stay in contact with them between the offer acceptance and start date. Provide a clear agenda for their first week schedule and check-in with them regularly after they start.



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