

ONBOARDING EMPLOYEES IN A REMOTE WORK ENVIRONMENT

Companies have been onboarding remotely for years, but for some organizations, this is a new process. With that being said, there will always be a few uncertainties, but thankfully GVSU has made this process smooth and supportive. Here are ten tips for supervisors to help you successfully onboard a new employee in a remote work environment:

- 1. Talk to your fellow supervisors:** New supervisors should set up their own career mentoring so they can connect with other supervisors on how to best onboard a new employee, virtually or in person. Resource: <http://ow.ly/8rHd50zWDcB>
- 2. Review the Supervisor Resources page:** All supervisors should regularly review the Supervisor Resources Page on the GVSU HR site for relevant resources, articles, links and podcasts. This information is designed specifically for management success, team support and onboarding new hires. Resource: <http://ow.ly/Dd0D50zWDggb>
- 3. Get new staff online quickly:** Walk your new hire through their email systems, team intranet (if needed), voicemail, video conferencing, team hangouts, etc. Help orient them where to go when they need technical assistance. This also includes scheduling an introductory meeting with the IT team, so they know who to reach out to for help. Resource: <https://www.gvsu.edu/it/>
- 4. Set them up with PageUp:** The human resources PageUp is the system that new employees are hired through and this system also walks new hires through HR policies, information and gives them a brief overview of their benefits and what it's like working at GVSU. There is an onboarding video that ushers them through this process. Resource: <http://ow.ly/ASjK50zWDiww>
- 5. Invite them to orientation:** You should host a team orientation for your new hire. Introduce them to everyone on the team and encourage them to schedule one-on-one introductory meetings. Also, GVSU is now conducting their New Hire Orientations virtually and just completed one in May. There will be another scheduled in September. Resource: <https://www.gvsu.edu/newstafforientation/>
- 6. Devise a work plan:** Supervisors should dedicate time to helping their new hire set up their day. Both should have a clear understanding of how, and when, their employee will be working remotely and that should be reflected on their shared calendar systems. Resource: <http://ow.ly/z0pn50zWDI4>

- 7. Set them up for success:** New employees should design a 90-Day Success Plan. Kim Monaghan, Human Resources Career Services for Faculty and Staff, can work with them to design this for immediate implementation. This can be shared with the supervisor if requested, but many employees use this for their own accountability and for review at their ePDP. Resource: <http://ow.ly/ZPUg50zWDom>
- 8. Encourage networking:** It's important for new hires (and everyone who wants to be successful) to build their network of support. Encourage new hires to reach out to those that they've met at orientation and get involved in one of the many affiliate groups designed to help them meet new people who share similar interests. Resource: <http://ow.ly/cLlq50zWDrH>
- 9. Give them a break:** Even though new hires are working remotely, they earn the same perks as onsite employees. They should be encouraged to take breaks, vacations, medical appointments and even sick days while they are working remotely. Supervisor 101 on the Supervisor Resource page offers support managing and tracking this process along with all other supervisor-related procedure support, including setting up payroll and conducting annual reviews. Resource: <http://ow.ly/Dd0D50zWDgb>
- 10. Encourage mentorship:** This is the time to encourage new hires to build their support network. In addition to colleagues, their career coach and work life consultant, new hires need mentors. These should include leaders inside and outside the organization and NOT their supervisor. Through mentorship, they will gain valuable insight, be challenged in new ways and learn best practices that they can contribute to the success of your team. Resource: <http://ow.ly/8rHd50zWDcB>