



Virtual Onboarding Checklist

Getting Off On The Right Foot With New Hires

Many top performing candidates can leave in the early stages of their new employment with a company if they quickly discover that commitments made do not match the reality of the work environment.

With the majority of companies making the permanent shift to remote or hybrid work, the landscape of a typical onboarding process for new employees requires extra planning and consideration within a virtual climate. In order to create a seamless onboarding experience for both the employer and the employee, we've compiled a checklist to set you up for success and ensure your hiring efforts don't go to waste.

VIRTUAL ONBOARDING CHECKLIST

Before They Start

- Get in touch with the hiring manager and HR to collect info that will help you prep their IT setup.
- Order / setup new equipment with required software and VPN access. Include logins and setup information that may be required.
- Schedule a delivery of this equipment to the new hire and communicate when it is expected to arrive.
- Create a first day schedule and share it ahead of time to ensure the new hire is prepared before their official start date.
- Communicate your corporate culture by sending a welcome kit that includes collateral such as; notebooks, pens, coffee mug, etc.
- Assign a mentor to guide the new hire through internal systems or simply answer any questions they may have.

On Day One

- Welcome the new hire and introduce them to your team through a virtual coffee hour.
- Ensure the new hire has proper access and permissions to internal systems, softwares, and communication platforms.
- Include a basic orientation that outlines the company's history, values, and objectives. Show them an organizational chart and explain how departments work together.
- Identify communication preferences with your new hire and ensure they feel comfortable and supported when they asking questions.

First Month

- Schedule any fundamental / required training sessions.
- Review the job responsibilities and set individual goals for the new hire that align with company objectives.
- Frequently schedule virtual 1:1's to establish expectations and action items.
- Make time for spontaneous interactions and virtual coffee breaks to promote inclusion and connectedness.
- Ensure that the new hire's goals are in alignment with the organization's and make any adjustments necessary.

LEADERS IN RECRUITMENT AND STAFFING



About LRO Staffing

At LRO Staffing, relationships matter. We know that long-lasting relationships are based on trust and respect. It's how we do business. Furthermore, it's the reason our clients and candidates continue to include us in their plans, careers, and refer others to us without hesitation. We are a leading, full service search and staffing agency that specializes in the recruitment and placement of permanent, contract and temporary positions.

How We Can Help

We are committed to placing the right people in the right positions. Because of our extensive network and strong relationships in the industry, our tenured recruitment team can help you gain access to many jobs not advertised. We offer tailored solutions to meet your organizations exact needs. Need help with a permanent, contract or temporary search?

Contact us today to experience the LRO Staffing difference.