

Connect the Dots Consulting, we are committed to providing practical and timely leadership coaching and development. At a time when leaders are stretched to the limit, we want to share a Toolkit for effectively leading and connecting with your teams.

## Effective Onboarding in a Remote Environment

As experts in the onboarding space, we developed a proven 6-step process for building or updating and onboarding process that we have refreshed to address the unique needs of the work from home dynamics.

Our 6-Step Process:

How are your new hires doing? As with almost every component of our talent and business practices, remotely recruiting and hiring new team members has required creative and flexible solutions. At the same time, the key components of successfully onboarding new hires have not changed—however, the way they are delivered certainly has.

### Work from Home Considerations:

Building connections with colleagues and your organization’s culture needs to be done even more purposely in the remote environment. New hires who have never been to the office or a team event take longer to understand your cultural norms, business operations, and how you really evaluate performance.



To facilitate getting new hires up to speed virtually, we suggest the following:

- Create a specific onboarding plan for each new hire
- Share the plan with key stakeholders so that there is buy-in and support
- Include interactions with the hiring manager, peers, direct reports, and other cross-functional partners
- Provide an agenda template to set the stage for productive discussions
- Be explicit about the culture by describing the organization’s “culture map” using questions like:
  - *Do meetings start on time or a little late?*
  - *How much do people work remote?*
  - *How polished must presentations be?*
  - *Does the culture value tons of data or more gut-level analyses?*
  - *To what extent is it acceptable to speak up or question authority?*
  - *What kinds of behaviors are rewarded?*
  - *What are the pitfalls to avoid?*

Remember that it takes 12-18 months for a new hire to fully integrate into a new role and organization. Your structured onboarding program may only be 90 days, so make sure you set new hires up for success by integrating these critical elements.

We would appreciate hearing from you about which strategies that are working or not working in our evolving workplaces. Please drop us a note, follow us on LinkedIn and Twitter, or check out our [website](#).