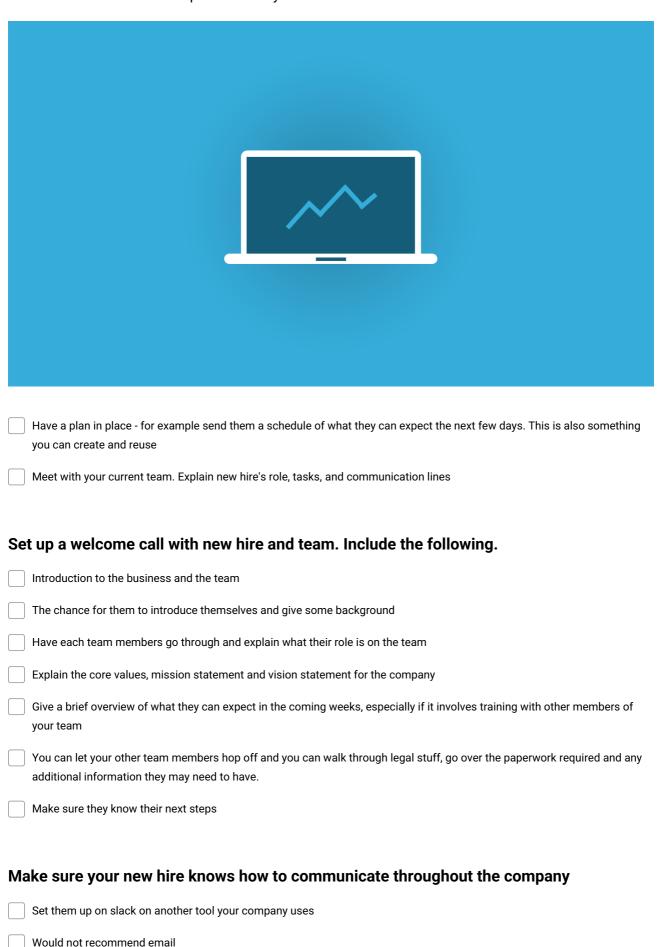
Onboarding a New Virtual Team Member

Each time you hire a virtual employee use this recurring checklist to make sure your new hire is set up professionally and is welcomed to the team.



Adjust your expectations for their first week	
Give your new hire time to adjust to their new role	
Provide feedback	
Give praise or give confidence when needed	
Schedule a meeting at the end of the week to regroup and answer any questid Make and Share Free	e Checklists
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