

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.



- Have a plan in place - for example send them a schedule of what they can expect the next few days. This is also something you can create and reuse
- Meet with your current team. Explain new hire's role, tasks, and communication lines

Set up a welcome call with new hire and team. Include the following.

- Introduction to the business and the team
- The chance for them to introduce themselves and give some background
- Have each team members go through and explain what their role is on the team
- Explain the core values, mission statement and vision statement for the company
- Give a brief overview of what they can expect in the coming weeks, especially if it involves training with other members of your team
- You can let your other team members hop off and you can walk through legal stuff, go over the paperwork required and any additional information they may need to have.
- Make sure they know their next steps

Make sure your new hire knows how to communicate throughout the company

- Set them up on slack on another tool your company uses

Would not recommend email

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 questions

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