

# REMOTE EMPLOYEE ONBOARDING: EVALUATE

Give a number **from 1 to 10** for each statement.

- Items with **higher scores** are strong aspects of your onboarding process.
- And those with **lower scores** are areas for exploration, creativity and optimization.

We take newcomer onboarding seriously. It's rigorously planned and consistent.

Onboarding is an effort of many, not just a few folks from HR, IT and functional team.

We put emphasis on the social side of remote onboarding providing a variety of ways to build relationships.

Our company has metrics to measure remote onboarding effectiveness.

We are happy with our new hire retention rate.

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On average, the new hire ramp up time and performance meet our expectations.

We have frequent check-in calls with new hires.

We use new hire checklists or Trello boards to have visibility throughout the onboarding process.

We always ask our new hires for feedback about their onboarding experience.

We use the buddy/mentor framework.

# REMOTE EMPLOYEE ONBOARDING: OPTIMIZE

Go through the following **steps to optimize** your remote onboarding process.

- 1 Talk to your team leads and people who were hired before to determine what needs improvement.
- 2 Identify key events, tasks, and participants of the onboarding process.
- 3 Visualize the current process with a flowchart showing all the steps, activities and stakeholders.
- 4 Tune up the onboarding process based on the bottlenecks you noticed and addressed.

# REMOTE EMPLOYEE ONBOARDING: OPTIMIZE

Go through the following **steps to optimize** your remote onboarding process.

**5** Streamline and get onboarding under control by creating onboarding checklists or a dedicated Trello board template.

**6** Create a backlog and roadmap for the further development of the onboarding process.

**7** Plan cycles of the onboarding experience evaluation, updates, and implementation of roadmap items.

# REMOTE EMPLOYEE ONBOARDING: OPTIMIZE

Here are some **ideas and suggestions to try** while rethinking your employee remote onboarding process.



Start in advance. Don't leave the new hire hanging with access denied or lack of equipment on their first days of work.



Connect way before Day 1. Mail a Swag box and Employee Handbook. Send out a series of welcome emails about the company.



Help the new hire avoid the isolation of remote work. Have [virtual gatherings and team building activities](#).



Practice the [3 Buddies framework](#) and match each new hire with Leader, Role, Culture buddies. It will help them fit in and learn about specific aspects of their job more easily while feeling welcomed and connected with people.

# REMOTE EMPLOYEE ONBOARDING: OPTIMIZE

Here are some **ideas and suggestions to try** while rethinking your employee remote onboarding process.



Ask newcomers about their onboarding experience and grow from feedback.



Streamline clear expectations and goals with the [90-Day Plan Framework](#).



Choose metrics to measure onboarding effectiveness, e.g. employee retention rate, new employee satisfaction, onboarding program completion rate, etc.



[Onboard in groups](#) to give new hires a sense of community and shared experience.



Have frequent check-in calls and [create a portal with onboarding videos](#) to substitute in person communication.

# REMOTE EMPLOYEE ONBOARDING: EVALUATE

Use your findings to:

- celebrate what's already working great
- and get inspired to expand and improve your newcomer onboarding experience.

**Three Things I am Proud of** in our current onboarding process:

- 1.
- 2.
- 3.

**Three Missing Things** I'd like to add into our onboarding process:

- 1.
- 2.
- 3.