LaSalle Network

REMOTE
ONBOARDING 101

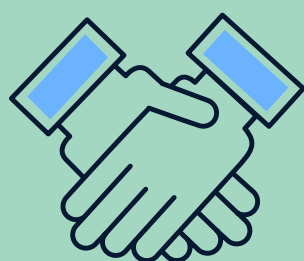*Introducing New Employees to Your Workforce Virtually*

LEGAL DOCUMENTS

- Complete the I-9, Employment Eligibility Verification Form and all necessary tax forms

NEED MORE INFO? CHECK OUT OUR ENTIRE ONBOARDING REMOTELY 101 GUIDE

HR ONBOARDING

- Send all technology equipment, and a Welcome Kit one week in advance
  - See our Guide to Working From Home
- Kickoff video call to walk through their first day prior to their start date
- Pair-up virtual buddies / mentor programs

1 WEEK IN ADVANCE

TEAM ONBOARDING

- Managers should reach out prior to their 1st day
- Set up virtual coffee meetings, happy hours, team lunches
- Schedule daily/weekly 1:1 meetings
- Provide a schedule
- Shadow projects through screen-sharing

1:1s

TRAINING

- Begin onboarding training with IT
  - Ensure all equipment is working and train on any applications used
  - See our Technology Setup Guide
- Consider training entire hiring classes virtually

WANT MORE?

CLICK HERE

Check out our complete guide *Remote Onboarding 101*