

Employer Spotlight: Remote Onboarding Best Practices

- Ship laptops and any other physical equipment to students in advance of their start date.
- Set up HR trainings via Zoom and provide a schedule of trainings to students
- Provide schedules for internal database trainings conducted online
- Introduce students to supervisors via Zoom
 - Supervisors conduct role-specific trainings via Zoom
 - Setting expectations for communication
 - Setting expectations for recurring and ad-hoc meetings
 - Setting expectations for student's work hours and availability
- Staff (and students if needed) can purchase hardware (second monitor, etc.) and will be reimbursed
- HR completes a 30-day check-in with students to make sure they have completed/received all needed trainings and have access to all equipment and necessary databases

- Social interactions with remote work
 - Create a Slack channel that houses short bios of all new students
 - Encourage full-time employees to view bios and contact students to introduce themselves
 - Supervisors should also make virtual introductions when possible
 - Social Zoom meetings every Friday afternoon (coffee hour)

- Hold bi-monthly company-wide meetings via Zoom; encourage student participation in meetings

Information courtesy of Courtney Sabino and Ritsuko Someya, Morpic Therapeutic