



# Tips to Onboard New Employees Remotely

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# WELCOME

## Tip #1

After they accept and before they start, send a 'station new employee kit'. This can include logo'd items from the prize closet, gift cards for a celebratory dine-in dinner, a movie package online for the family. Make them feel welcome. Send all paperwork in advance so they can sign and either scan, mail or drop off.

## Tip #2

Remember, almost everything you do at the office can be done remotely.

If anything, this crazy time will encourage more companies to update and add training to an online portal or via shared doc programs.

**Ideally select an online training program that allows managers to monitor activity and comprehension levels to assure that the new hire is progressing**






### Tip #3

#### Lay Out a Game Plan for Your Onboarding

- Set appointments with department heads who can meet remotely and discuss their contribution to the company, how they will work together and processes
- Host a group 'toast' to welcome the new hire virtually with all employees



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- Include a weekly schedule of what needs to be accomplished each week so you can measure where they are on moving forward.
  - These measurable objectives could include completed training, sitting in on calls with other Account Managers, putting together a presentation, setting up appointments and more. As it takes time to build a list that someone can live on, it is crucial to know they are building the right habits for success.



## **Tip #4**

**Schedule a phone call each am and at the end of the day to discuss what they learned, what questions they have and what is next for tomorrow.**

**Ask if the job was laid out properly, how their training is going and what surprises they have encountered. You want to keep them engaged.**



**Encourage the new hires to listen  
in as other Account Managers  
make calls via phone to  
prospects!**

We want to help our industry stay healthy – both physically and financially.

We are here to brainstorm; help keep your team together and support you anyway we can!

Laurie Kahn, Patty Kincaid, Kate Glenn, Cori Hirsh, Jennifer Lane, Leslie Schaye, Carrie Longmire

