Tips for Virtual Onboarding

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Amidst all that is going on, new colleagues are joining us. These tips are intended to assist in the onboarding process and are in no particular order.
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PROCESS EID

Start the eNAME process once an official hire has been made and communicate the importance of setting this up ASAP to ease the transition.

REFERENCE HR TIMELINES

Assist in ensuring that all necessary policy and HR documents are shared and returned in a timely manner.

PAY ATTENTION TO LOGISTICS

Make sure your new colleague has access to Listservs, Outlook Calendar, and is invited to all standing meetings.

SET-UP/ORIENT TO A WORK ZONE - REMOTE OR HYBRID

Help your new colleague set up a comfortable, well-lit area and designate it for work. Ensure they have access to office supplies as well as remote access to office Drives.

CREATE A WARM WELCOME

Follow normal welcome routines (office name plate, CSU swag, business cards) and enhance with virtual components like an office e-card, virtual team building games, and/or Zoom background.

ADDRESS EMPLOYEE NEEDS

If your new colleague needs specific support and/or accommodations, be open to their unique situation. Pay special attention to identity considerations and inclusion.

SCHEDULE MORE FREQUENT CHECK INS

Set time when you and your new colleague can touch base with questions, concerns and ideas throughout their onboarding process. Encourage questions.

PRACTICE ONGOING COMMUNICATION AND FLEXIBILITY

Be empathetic and assume that new staff need more than you think. How your new colleague experiences their position initially is impactful.

FACILITATE INTERPERSONAL CONNECTIONS

Set up meetings with key campus partners and facilitate introductions in the office.

DISCUSS OFFICE & UNIVERSITY CULTURE

Discuss formal and informal culture in the department, division and university as well as the structure of your colleague's position.