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8 Tips for
Virtual Onboarding

Create a **Meaningful** and **Effective** Onboarding Experience for New Hires

Tan Peng Peng, HR Business Partner (ASEAN)

Find out more ➜

Tips for creating a meaningful and effective onboarding experience

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#1 Welcome Video Call

- Schedule a welcome call with Line Managers, HR, or teammates to **connect new hires** with colleagues.

- Foster **social belonging** even in a virtual setting.

#2 Onboarding Presentation

- **Interactive session** with essential information to get them familiar with your company, and values.

- Provide useful **tools and training materials** to help them get started.
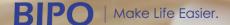
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#3 Technology E-learning

In a virtual setting, where technology is required for remote working, consider a **dedicated session** to introduce platforms used for communication and collaboration.

Tip: Existing staff can benefit from this too!

#4 Department Welcome Call

- Schedule a **virtual gathering** with the team to welcome new hires.

- **Casual** meet-and-greets, **interactive** icebreakers to make them feel part of the team.

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#5 Physical Office Tour

If possible, **schedule a time** to bring new hires around the office to help them navigate their way around – to the pantry, meeting rooms, restrooms, etc

Virtual office tours are a great option too.

#6 Assign Mentor or Work Buddy

Assign someone (preferably outside of the team) to have frequent **check-ins** and allow for **informal chats.**

These help new hires assimilate into the company, navigate workflow processes, simple "dos and don'ts" and help to minimise feeling lost or overwhelmed.

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#7 Start from Day Zero

- Start onboarding **before** the first day.

- **Pre-communicate** admin and onboarding matters so new hires know what to expect in their first week.

#8 Welcome Pack

As a final point, show some **support and care** with a welcome pack. Practical items used daily are great, so are personalised welcome packs.

P.S. You can never go wrong with delicious treats!

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