

Guide for Onboarding Remote Staff

- **Complete the I-9 and Process the Hire Actions in Wasabi ASAP**
 - An onboarding email including details and directions will be sent to you from HR
 - The I-9 can be completed within a month of someone's start date, and is recommended to be completed at least 2 weeks in advance of that date
- **Arrange Computer and IT Access**
 - The onboarding email (mentioned above) will be sent to you from HR and will include different options for the new hire's computing needs
- **Create a Training Plan**
 - Include training that you and others on your team will conduct
 - Include relevant virtual training sessions through [CWD](#), [HLC EDW](#), [LinkedIn Learning](#) or others
 - Make sure new employees feel comfortable with the relevant technology platforms (Zoom, MS Teams, Outlook) and sign them up for trainings as needed
- **Create a schedule for the first 2-4 weeks**
 - Include regular weekly check-ins and team meetings
 - Define short- and long-term goals
 - Ensure that they register for the following Orientations, details for which will be provided by HR:
 - Harvard Orientation
 - Harvard Longwood Campus Orientation
 - Include scheduled training sessions
 - Include meetings with coworkers, direct reports, partners, and others they will work with both regularly and irregularly
- **Benefits Enrollment**
 - Please encourage your new hire to enroll in eligible benefits as soon as possible and encourage them to sign up for the next Harvard Orientation as benefits reqs will be giving a presentation. As we are working remotely, it's important that they register in a timely manner and that their onboarding address is accurate so the benefits office sends the packets to their home address as opposed to the school/office address. Here is further information on [benefits enrollment](#).
- **Identify a "Buddy"**
 - Ask a staff member from your team, or from a group you work closely with, to be a "buddy" and serve as a resource for your new employee
- **Engagement**
 - Help your new employee understand SPH and your department/center culture, values, and mission
 - Share relevant materials about SPH and your department or center
 - Check in regularly to see how they are doing and provide available times for questions

- Share relevant policies, procedures, and resources for them to refer to
- Focus on the 4 C's → Clear Expectations, Communication, Compassion, and Connection
- Think: what considerations might you need to make, or what might you need, to be successful if in the same situation?
- Solicit feedback and make adjustments as needed
- Understand that this is new for everyone and be forgiving (both of the new hire and yourself!) for that reason!

And remember, these are applicable for in-person onboarding as well!

Additional Resources:

- **Onboarding a New Leader Remotely:** https://hbr.org/2020/05/onboarding-a-new-leader-remotely?utm_medium=email&utm_source=newsletter_daily&utm_campaign=mtod_notactsub
- **Onboarding Remote Workers during COVID-19:** <https://hrdailyadvisor.blr.com/2020/04/15/expert-tips-for-successfully-onboarding-remote-workers-during-the-covid-19-crisis/>
- **Tips for Onboarding New Hires Remotely during COVID-19 Pandemic:** <https://www.hrdiver.com/news/tips-for-onboarding-new-hires-remotely-during-covid-19-pandemic/575628/>
- **How Remote Work Changes what we Think about Onboarding:** <https://hbswk.hbs.edu/item/how-remote-work-changes-what-we-think-about-onboarding>
- **Onboarding and Assimilation Process:** <https://www.shrm.org/resourcesandtools/tools-and-samples/toolkits/pages/onboardingandassimilationprocess.aspx>