Tips for Virtual Onboarding

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.

**PAY ATTENTION TO LOGISTICS**
Make sure your new colleague has access to Listservs, Outlook Calendar, and is invited to all standing meetings.

**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.

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

**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.

**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.