Virtual Onboarding and Orientation Checklist for Supervisors

Virtual onboarding of new employees can be just as effective as in-person onboarding. The key goals remain the same – ensure new hires learn how things work, develop a sense of belonging and build relationships with colleagues so they feel connected to a community.

Take care of these administrative details to make the first day a success

☐ **Arrange for appropriate technology tools:**
  - IDIR
  - Computer
  - Software
  - Phone
  - Printer key fob
  - Building pass
  - Systems access (e.g., VPN, LAN, SharePoint, etc.).
  Contact your division iStore representative (if applicable) or follow instructions in the OCIO My Service Centre Rates and Lead Times.

☐ **Request the following** (if applicable):
  - Financial Authority
  - MasterCard
  - Petty cash
  - Business cards
  - Digital signature

☐ **Arrange for how their tech will be delivered to them.** Contact your office manager to see if it can be either shipped to their home or safely picked up from the office.

☐ **Email them their IDIR login credentials** and this remote working guide to a personal email address so that they can log in to their computer and the network for the first time.

☐ **Send them instructions** on how to validate their IDIR on the second day.

☐ **Provide key contact information** like who to contact for specific support (e.g. who to contact with a safety concern, who can order office supplies, [77000@gov.bc.ca](mailto:77000@gov.bc.ca) and 77000 Help Desk).

☐ **Complete Time & Leave data entry.**

☐ **Help them map network drives and set up Outlook** if they aren’t set up already using Skype and sharing your screen.

☐ **Send links to all** required paperwork including a teleworking agreement.

☐ **Show them where to find remote working resources:** remote work tech tips, Remote Work Toolkit, Ergonomic Assessor when working from home.
**Share important information about our organization**

- Share links to important websites such as your Ministry inter and intranets, and corporate websites such as Corporate Onboarding, MyHR, AskMyHR and @Work.
- Show them how to register for a Virtual Oath of Employment and Welcome to the BC Public Service webinar using the Learning System.
- Review various policies: Appropriate Use Policy, Mobile Device Guidelines, Telework Policy.
- Go over Records Management resources (if applicable).
- Discuss Standards of Conduct, Values & Ethics.
- Make sure they're aware of mandatory training:
  - IM 117
  - Diversity & Inclusion Essentials
- Spend time going over Benefits information, Time & Leave and payroll. If they are an included employee, encourage them to enroll in a Benefits webinar.
- Emphasize the importance of work/life balance and point them in the direction of health and wellness resources and coping resources.

**Help your new employee get settled into their position**

- Ask for their communication preferences (frequency, channels).
- Prepare a schedule for the first day/week.
- Set up virtual job shadowing or virtual job training sessions with staff.
- Define and clarify work assignments, roles and expectations. For the first month focus on the top five tasks to complete.
- Create a guide with details about how your team functions, or key processes the new employee will be involved in.
- Do a walk through of MyPerformance.
- Explain the Probation period.
- Discuss learning & development opportunities, including Learning Centre courses.
- Discuss their recognition preferences (e.g., public or private etc.).
Welcome your new employee to the team

☐ Announce your new hire to staff via an email. Try to share a short bio to help people know a bit about them.

☐ Assign a virtual buddy – to virtually meet the new employee and be available to answer questions. Ask the buddy to schedule virtual coffee chats for the first one to two weeks on the job.

☐ Schedule time to meet virtually using Skype with your new hire – the use of video is encouraged!

☐ Host a virtual team meeting so you can introduce your new hire to the team.

☐ Show your new hire how to gain access to colleagues’ Outlook calendars. Provide them a list of all the key people the employee should connect with in their early days on the job, including key peers and direct reports.

☐ Encourage your new hire to set up virtual coffees with colleagues to learn about their roles/work.

☐ Send invites to regular team meetings, add them to distribution lists and distribute key contact information.

☐ Hold daily check-ins with your new hire; daily within the first two weeks, and then 1-2x a week when the relationship is established.

☐ Schedule social chats such as team coffees, virtual lunches or end of day time to connect.

☐ Encourage your whole team, including your new employee to add a picture of themselves to their Outlook and Skype profiles by using the Summer Outlook web app.