Onboarding a New Virtual Team Member

Each time you hire a virtual employee use this recurring checklist to make sure your new hire is set up professionally and is welcomed to the team.



- [ ] Have a plan in place - for example send them a schedule of what they can expect the next few days. This is also something you can create and reuse
- [ ] Meet with your current team. Explain new hire's role, tasks, and communication lines

Set up a welcome call with new hire and team. Include the following.

- [ ] Introduction to the business and the team
- [ ] The chance for them to introduce themselves and give some background
- [ ] Have each team members go through and explain what their role is on the team
- [ ] Explain the core values, mission statement and vision statement for the company
- [ ] Give a brief overview of what they can expect in the coming weeks, especially if it involves training with other members of your team
- [ ] You can let your other team members hop off and you can walk through legal stuff, go over the paperwork required and any additional information they may need to have.
- [ ] Make sure they know their next steps

Make sure your new hire knows how to communicate throughout the company

- [ ] Set them up on slack on another tool your company uses
- [ ] Would not recommend email

Adjust your expectations for their first week

- [ ] Give your new hire time to adjust to their new role
- [ ] Provide feedback
- [ ] Give praise or give confidence when needed
- [ ] Schedule a meeting at the end of the week to regroup and answer any questions

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