



The Student's Guide to Being Onboarded Remotely

You've secured employment, and your boss tells you that you'll be working remotely. There are things you want to ensure you are doing (or asking for) that are going to not only show your employer that they made the right decision, but also to help you thrive on the job.

Setting Up for Success

- Create your own desk space; add a plant, get a new mug, consider noise cancelling earphones – anything to help you feel motivated.
- Keep a routine. Use your calendar to let others know when you are available.
- You'll be on many virtual meetings so remember what others will see of you and your background.
- Send an email to your HR rep or supervisor 1-2 weeks before you are to start and see if there are any specific processes or documents you should have ready for the first day.
- What equipment will be provided by your employer to do the job? Passwords? Network set-up?

Orientation

- Ask for any onboarding documents or processes that the employer typically uses with all new hires.
- If the organization doesn't have one, see if this is an opportunity to make one as you are being onboarded...talk about initiative!
- You may find you need a bit of extra support without physically having the team close by to ask questions. Ask for support when you need it. Don't make assumptions.
- Ask for an organizational chart (and make a cheat sheet) so you can start to more easily piece together who is who and who is responsible for what.

Leveraging Technology

- Make sure you know the virtual meeting platform your employer uses and test it out before you start.
- Face to face social events may have been where you did your bonding with co-workers, but it can still happen. Join virtual coffee breaks or lunch clubs that may be offered.
- Set up 1:1 virtual meetings to get to know the team and how the work you are doing will impact them.

Communication, Connection & Culture

- Working remotely doesn't mean you can't figure out the overall tone or culture of the company. You can learn a lot from your observations. Pay attention to who's talking, how the team interacts and general themes in conversations.
- Your company may still be adjusting to onboarding someone new remotely. Feel free to ask if there are any additional projects for you to work on (provided you have the bandwidth to do so).
- You may have expertise that your organization doesn't. Share it!

It's okay to remind yourself that this is a very new situation for you and maybe for your employer. No one can be 100% on their A-game all the time. Take mental health breaks, go for a short walk, play with your cat or anything else that you enjoy doing in your spare time.

It can be easy to feel like you need to be online all day when you first start a new job. Knowing when to shut down at the end of the day is essential to help boost your mental health and prevent burn-out.