



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.

ADMINISTRATIVE PROCEDURES

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** 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 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](#).



CORPORATE POLICIES AND PROGRAMS

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 [Compass](#).
- 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](#).
- Discuss [Standards of Conduct](#), [Values & Ethics](#).**
- Make sure they're aware of [mandatory training](#):**
 - [IM 117 Information Management: Access, Information Security, Privacy and Records Management](#)
 - [Diversity & Inclusion Essentials](#)
 - [Fraud Awareness and Prevention](#)
- Spend time going over [Benefits information](#), [Time & Leave](#) and [payroll](#).** Encourage them to enroll in a [Benefits webinar](#). Provide them with a link to the [Public Service Pension Plan Guide for Plan Members](#) so they can learn more about their pension.
- Emphasize the importance of [work/life balance](#)** and point them in the direction of [health and wellness resources](#).

POSITION INFORMATION

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.).



GENERAL ORIENTATION

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](#).