

Remote Work Tips

for MANAGERS OF NEW TEAM MEMBERS



Be There.

- ▶ Schedule regular check-ins to review projects and concerns the new hire may have. The new hire is still trying to navigate their new environment without the benefit of face-to-face meetings. Because there are fewer face-to-face interactions, use the video feature as much as possible. Use other methods, such as instant messengers, for informal or quick check-ins.

Let Them Know We're Glad They're Here.

- ▶ Remote working is an ideal time to review information about the university and the unit/department. Discuss the university and department's mission and values and how their role aligns to them. Explain how their projects support the department's goals.

Team Them Up.

- ▶ Find projects the new team member can work on with one or more of their colleagues to help cultivate new working relationships.

Go Virtual.

- ▶ Hold frequent, short team meetings to connect the new employee with their co-workers. Focus some of the meetings on building social connections by having "getting to know you" activities. Prior to the meeting, give background about the team, its purpose, accomplishments, etc...
- ▶ Conduct short Zoom meet and greets with people from different departments to familiarize your new hire with key stakeholders and educate them on the inner workings of the university.
- ▶ Be inclusive - when you host virtual meetings with people the new hire hasn't worked with yet, introduce the new hire and ask everyone to introduce themselves.
- ▶ Assign a colleague to serve as a virtual buddy for your new hire. Choose a positive, engaged person who is willing to regularly check-in to share cultural norms, connect them with both Cornell and local community resources, and be a safe sounding board.

Provide Them with Opportunities for Quick Wins.

- ▶ New hires tend to feel anxious about their level of contribution to their new team. Identify a few quick projects aligned with your new hire's strengths to help them feel confident and valued as a team member.

Invest in Your New Hire Now.

- ▶ Invest in your new hire's future to strengthen their retention. Begin right away by sharing learning resources available. This is an ideal time for employees to attend the broad range of virtual programs available to them.

Other Resources

- ▶ [Employee Wellbeing at Cornell Resource Guide](#)
- ▶ [Faculty & Staff Assistance Program](#)
- ▶ [The Career Management Toolkit](#)
- ▶ [Live in Ithaca](#) Resource Site