

Remote Hiring Tips for Hiring Managers:



Check-In

Meet with your new employee daily. It is important to meet frequently to ensure you're creating a functioning professional relationship and ensure the new employee feels comfortable asking questions.



Stay Connected

Introduce your new employee to people around the college. Even though we are not face-to-face currently, it is important to foster relationships between your new employee and other people at the college. Consider giving them a “buddy” or “mentor” that they can go to with questions.



Performance Checks

Consider doing monthly or weekly casual performance reviews. Starting a new job remotely (especially when the new employee may not be used to working remotely) can be stressful because they may not get as good of a feel of what doing their job “well” looks like. These casual performance reviews can help alleviate some of these stressors. Some questions you may want to ask include:

- What are your priorities for the week?
- What are your challenges?
- If you have any goals or expectations of the new employee, now would be a good time to discuss them and ask if the employee needs anything to help them complete those goals or expectations.
- Give some positive feedback.



Let's do lunch!

Consider bringing your whole team together for occasional virtual coffee breaks or lunch breaks to check in with your team. This allows your team to get together in a casual way, allows you to check in with your team personally as well as professionally, and allows your new hire to get a better feel for your department's culture.



Don't forget

If they have some free time, encourage your new employees to check out Percipio and other professional development webinars or programs. Additionally, if you are new to managing teams remotely, I would recommend taking [Establishing Effective Virtual Teams](#) and [Facing Virtual Team Challenges](#) as well as looking into Forbes articles such as [this one](#).