

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. In a hybrid work environment 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 can be challenging 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 challenges. 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 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 professional development webinars or programs on working remotely. In addition, you can direct them to [Microsoft Teams training videos](#).