

HR checklist for remote hiring and onboarding



Since mid-March, when the coronavirus forced massive shutdowns to thousands of businesses across the country, managers and owners had to make hard and fast choices.

Many industries had no choice but to dramatically cut staff, resulting in more than 15 million Americans applying for and collecting unemployment benefits.

On the flip side, certain businesses had (and continue to have) a rising need to add employees at lightning speed. Examples of these high growth industries include grocery stores, factories manufacturing disinfectant products and personal protective equipment (PPE), pharmacies, high tech, digital platforms like Zoom, food and essentials delivery services, Amazon and more.

The question is: *how do you successfully hire, onboard, and train new staff so they feel as welcomed and productive as your incumbent staff?*

A checklist for successful remote hiring and onboarding

- Send and complete all necessary HR paperwork digitally
 1. Offer letter and employment agreement
 - Offer letter sent and signed (confirm start date and salary)
 - Background check completed. [Learn more on background checks here.](#)
 - Employment agreement signed
 - Complete drug screening file documentation (if applicable). [Learn more about drug screening tests here.](#)
 2. Employment details
 - Employee contact information (address, cell, in case of emergency contact info)
 - Obtain an employer identification number ([EIN](#))
 - W-4 Federal Tax Withholding Form
 - W-4 State Tax Withholding Forms
 - Employee I-9 form complete (confirms worker's eligibility to work in the U.S.)
 - Verification documents can include:
 - Unexpired U.S. passport or passport card
 - Unexpired temporary resident card
 - Unexpired employment authorization card
 - Unexpired temporary resident card
 - Submit employee information to [State New Hire Reporting Agency](#)
 - Equal Opportunity Data Form (only needed for companies with more than 100+ employees. This varies depending on if your company handles federal contracts.)

- Direct deposit form
- Employee benefits enrollment forms
- Employee handbook review
- Policy documents handled (i.e. NDA or non-compete)
- Prepare your new employee with meet and greets with key team members
 - Schedule 1:1s
 - Prep new hire on who they will be meeting
 - Share with them an org chart that helps them understand where each person falls within the organization
- If necessary, set up a virtual “job-shadowing” with a resident staffer and a new hire. This is sort of like a ride along, where new hires can ask questions in real time, screens can be shared, and missing equipment or access to tools can be requested immediately.
- Ensure all new hires are given proper PPE, office equipment, emails, passwords
- Establish a schedule for kick-off meetings with individuals & teams
- Schedule virtual training via zoom or other platforms
- You are ready!



Analysts found that when using Zenefits, West Coast manufacturing company, which has anywhere from 85-95 employees at any given time of the year, went from spending 5 hours per employee on onboarding to just 20 minutes per employee, a more than 90 percent productivity increase.

[READ MORE](#)

Make hiring and onboarding easier with Zenefits

Onboard in Minutes, Not Days

Your HR operations can exist on a completely digital platform with Zenefits. With fully integrated HRIS systems, People Operations staff and employees alike can easily complete HR onboarding paperwork such as:

- ✓ Background checks
- ✓ W4s or I9s forms
- ✓ Offer letter and employment term contracts
- ✓ Direct deposits
- ✓ Payroll and tax preferences
- ✓ Benefits elections
- ✓ And more!



Want to know more about how Zenefits can improve your onboarding process, whether in-house or remote?

[LEARN MORE HERE](#)

REFERENCES

- ☞ [Stages of employee life cycle](#)
- ☞ [Report: Remote work in the age of Covid-19](#)
- ☞ [Onboarding During COVID-19](#)
- ☞ [What is employee life cycle?](#)
- ☞ [COVID-19 Forces More People To Work From Home. How's It Going?](#)
- ☞ [As Work-From-Home Numbers Rise Due to the Coronavirus Pandemic, Collaboration Tools See Spikes in Usage](#)
- ☞ [Powering the Digital Employee Experience for Remote Workers](#)



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