

ONBOARDING YOUR REMOTE NEW HIRE

MANAGER USER GUIDE

Purpose

M Health Fairview is committed to help prepare you and your remote new hire for success. One of the best ways to engage your new hire is through a strong onboarding program. The purpose of this resource is to provide information and guidance in creating that plan for leaders who hire remote workers. Use this tool in addition to other resources found at <https://odandl.org/leadertoolkit/> and <https://mnfhs.sharepoint.com/sites/RemoteWork>

Tasks prior to New Hire's Start Date

Task	Staff Lead	Timeline
Review Remote Worker Policies using PolicyTech review and talk through it with your new hire once they start	Manager	Two weeks prior to new hire's start date
Prepare equipment and technology access <ul style="list-style-type: none">• If equipment is needed, order IT equipment<ul style="list-style-type: none">○ Each remote worker will receive a laptop, monitor, keyboard, and mouse○ How do they get other supplies○ Where can they print, fax, mail• Submit Application Access Request through IT Hub• Use the Program Access Request Template to determine and communicate any required programs for your new hire	Manager	Two weeks prior to new hire's start date
Prepare department for new hire <ul style="list-style-type: none">• Review and complete the Manager Planning Tool	Manager	One week prior to new hire's start date
Share your excitement by emailing or calling your new hire to welcome them to the team and confirm initial schedule <ul style="list-style-type: none">• Let them know you're excited for them to start• Ask them if they have any questions you can answer right now• Make sure they have your contact information	Manager	One week prior to new hire's start date

ONBOARDING YOUR REMOTE NEW HIRE

MANAGER USER GUIDE

Tasks on Monday of New Hire's First Week

Task	Staff Lead	Timeline
For new employees or employees who worked for the organization more than 12 months ago <ul style="list-style-type: none">Attend New Employee Welcome	Organizational Development & Learning	Monday
For transfers or employees who worked for the organization less than 12 months ago <ul style="list-style-type: none">Employee does not attend New Employee WelcomeManager should communicate with employee on logistics for Monday	Manager	
New hire receives M Health Fairview system credentials <ul style="list-style-type: none">These are used to log in to Netscaler AAA, Citrix Gateway, Outlook, Lawson, Total Rewards	Organizational Development & Learning	Monday

Task on Tuesday and beyond of New Hire's First Week

Task	Staff Lead	Timeline
For new hires scheduled for Nursing Core, Pharmacy, Lab, Behavioral Health, and Primary Care Orientation <ul style="list-style-type: none">New hire will attend position specific trainingCommunication and details will be sent from the orientation programs directly to new hires	Varies	Tuesday and beyond
For new hires NOT scheduled for Nursing Core, Pharmacy, Lab, Behavioral Health, and Primary Care Orientation <ul style="list-style-type: none">Manager should communicate with employee on logistics for TuesdayThis is a great time to meet your new hire onsite and transfer technology equipmentShare an outline of their first week so they know what to expect	Manager	
Provide technology equipment for new employee <ul style="list-style-type: none">Determine best approach to transfer equipment to your new hireMeet onsite with your new hire and ensure they have access by logging in and testing programs togetherFor IT support, utilize the IT Intranet webpage or call Technology Service Center (612-672-6805) together	Manager	Tuesday and beyond

ONBOARDING YOUR REMOTE NEW HIRE

MANAGER USER GUIDE

Create connections with your new hire <ul style="list-style-type: none">Review the Connecting through remote work toolUse Heartbeat to send an ecardSchedule virtual check-ins in the morning and afternoons, think of this like stopping by their desk to ask them how their day is going and what you can do to support them<ul style="list-style-type: none">Encourage other team members to do the same	Manager	Tuesday and beyond
Share information about the remote work culture: <ul style="list-style-type: none">What are typical working hours?What are team norms for remote meetings (camera on, start/stop on time, etc.)What are the collaboration tools they'll have access to?Any useful tips for using these tools?What other technology systems (websites, file drives, online tools, etc.) do they need to learn and resources to support that?	Manager	Tuesday and beyond
Share online ergonomic assessment with new hire	Manager	Tuesday and beyond
Complete Department Checklist	Manager	Within first 30 days

Resources

Program Access Request Template

Employee Name:

Position:

Program	Requested Date	Notes
Microsoft Outlook		
Teams		
Insert Program Name		
Insert Program Name		
Insert Program Name		