



Peer Partner: Onboarding Telecommuting Employees

Hiring an employee who will be unexpectedly telecommuting brings a unique set of onboarding considerations. Feeling connected to UW–Madison, colleagues, and the expected work, are pivotal to new employee engagement and success.

Peer Partner:

Your role is to support the new hire any way you can. Provide a welcoming and kind demeanor as you help navigate this unusual time. Remain conscious of the additional stress the current circumstance creates and do your part to remain positive.

Overall tips to help the employee feel connected:

- Suggest online resources that will help the new employee get to know UW–Madison and your unit
- Share fun facts about UW–Madison
- Share what you love about campus, your work unit, etc.

Prior to start date:

- Virtually welcome the new employee
 - Acknowledge the unusual circumstances
 - Share details of how you will support the new employee
- Identify information to share virtually, such as:
 - Common acronyms in your job/unit and what they mean
 - Photos/maps of campus with areas of interest highlighted
 - Campus initiatives (e.g. TTC, ATP, etc.)

First day, weeks:

- Continue to check in and provide information and answer questions
- Remain positive and offer support resources as needed:
 - Employee Assistance Office: <https://hr.wisc.edu/employee-assistance-office/>
 - LifeMatters (available 24/7): 800-634-6433 or mylifematters.com; password: Bucky1

Eventual return to the workplace:

- Welcome the employee to campus and celebrate
- Connect the virtual information you provided to the in-person
- Give tours and make introductions