



# Worried about starting a new job remotely? Here's how to make it go smoothly

Starting a new job remotely rather than in the office can feel daunting when you can't meet your new colleagues and manager in person, at least not straight away. Follow these simple tips to onboard seamlessly and you'll be part of the team in no time.

*By Howard Hines, Training Director*



## 1. Get a remote ‘buddy’

Joining a new company means adjusting to new ways of doing things. Here's where a remote buddy can help – someone you can call on, no matter what the question.

## 2. Test new technology

If you have a new computer when you start your new role, test out the hardware and software before your start. Establish how to raise tech issues – you're bound to have some!

## 3. Keep notes and prompts

One advantage of starting remotely is that you can keep notes in front of you. List colleagues' names or note the specific topics you have discussed with each person.

## 4. Be punctual

While joining a meeting late isn't disastrous, it's not the first impression you want to make. Pay attention and respond to any questions, requests or messages in the call.



## 5. Ask questions

Make a strong start in your new role and be curious. No question is stupid. It's more important that you ask so that you're on the right track and avoid any misunderstandings.

## 6. Get involved

Don't stop participating just because you're working remotely. You may be new now, but you'll be part of the team before you know it and won't always be the 'newbie'.

## 7. Don't overwork

It can often be difficult for remote workers to draw the line between work and home, especially when you're new and trying to create the right impression. Establish a sustainable routine with a healthy work-life balance.

You can still thrive, even when starting a new job remotely. Just remember to be your authentic self even though everything feels so unnatural and unfamiliar.