



5 Steps to Integrating a Virtual Team Member

Having a virtual team that is located in several different places can be a challenge. Adding a new team member to the team - and helping them be a successful team member - can be particularly problematic. Here are five steps you take to make the change successful for your new team member and your existing team.

1. Prepare for the hire.

Before the first interview, define the goals of the position. Outline what characteristics are important for the team member to demonstrate to be a successful member of the team.

2. Get your team ready.

Involve current team members in the interview process. Allowing team members to "get to know each other" before the hire will make the integration process smoother.

3. Make the first day special.

On day one, have the new team member start their employment at an office where other employees work if at all possible. It will help them begin to make connections within the company that will be invaluable.

4. Pair up for success.

Assign a "buddy" to the new team member to help them become a part of the team. This will be their "go to" person while they are learning about the ins and outs of your organization.

5. Create an integration plan.

Map out the first six weeks of the new team member's employment including who they will meet, what aspects of the business they will be exposed to, and how they will report back to you. You'll want to include daily check ins with you during the first week and at least weekly check ins the following weeks.