

COVID-19 – Starting a new role remotely

With businesses starting to open up again many of us are returning to work and our usual routine, but for some who started a new role remotely during lockdown, this will be the first time integrating into their new work place.

Starting a new role can be an intense experience in normal circumstances, throw in a global pandemic and it takes the whole experience to an even more intense and challenging level. This article covers some useful tips and things to consider to help deal with this scenario -

Starting work remotely

When starting a new role remotely you have to be prepared for a very different experience to what you are used to when start a new role in usual circumstances. You may not have the usual on boarding process, you won't have people around you that you can quickly ask a question, but there are things to consider which can help.

Understand that the on boarding will be different

Everyone knows the usual process of on boarding in to a new role and company; you have your first day, you get setup with the things you need and more often than not there will be a training process that you go through which has been set out and refined by the company to help you gain an understanding as quickly as possible.

However, most companies will not have a process in place for on boarding new starters remotely because they have never had to before. Bear this in mind as the induction and on boarding may seem clunky, or not as thorough as you would like which can add to the stress of starting a new role. But remember, this is not the norm and will be a test of your adaptability.

Understand what is expected from you

Most managers will not be used to managing a team or an individual remotely, let alone inducting them into the company and their new role. Learning the role is something we do in the work environment, learning it remotely opens potential for misunderstandings or confusion around set tasks. Make sure you are clear on what tasks are your responsibility and what you are expected to achieve within certain time frames. This helps lay out what needs to be done and should help give you clear guidance.

Communicate clearly

If you're not communicating via telephone or video call you'll probably be using email or an internal instant messenger to communicate with your manager and colleagues. Make sure you

communicate as clearly as possible when doing this. It is common knowledge that messages can be often misread or misinterpreted and this will only slow your understanding if asking questions, as your colleagues might not fully understand what you're saying, bearing in mind you are new and might not have a full grasp on what you're asking yet.

Ask Questions

If you don't understand something, or even if you do but you want to delve deeper into something, don't be afraid to ask questions. It is common for people when starting a new role to refrain from asking too many questions out of fear of being judged on not understanding something. This is a dangerous thing to do as if you don't understand something and not asking questions, you are only limiting your growth. Most managers appreciate when new starters ask lots of questions, as it shows they are eager to learn. Everyone has different learning capacities and ways of understanding things so never be afraid to ask questions, especially if starting a new role remotely as there is nobody around to tell you that you're doing something wrong, so make sure you're understanding things correctly.

Get to know your colleagues

A vital part of being in the work place is getting to know your colleagues and forming relationships with them. Working remotely means this is difficult to do as most telephone or video calls are objective based, so building a rapport on those calls can be difficult. Try to find some time to get to know them if possible, it will help you feel like part of the team and inspire you more to overcome the other difficulties of starting a job remotely.

More information

If you would like to view the Webinar on '**COVID-19 – Starting a new role remotely**' this is being delivered live on Friday 14th August at 2pm-2.30pm, please use the following link to register for this session –

<https://attendee.gotowebinar.com/register/793449780781557517>

If you are unable to join the webinar live, a recording of the session can be accessed using the same link above after the webinar has taken place.

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