

Virtual employee Onboarding Guide

Welcome

- Welcome to the team. Your role is to help keep work moving, organized, and clear.
- You support day-to-day tasks, communication, and follow-up so the team can focus on higher-value work.

Your Main Responsibilities

- Manage incoming messages and sort them by priority.
- Draft clear replies, notes, summaries, and basic documents.
- Update task lists and track next steps.
- Gather information from trusted sources and flag anything unclear.
- Help prepare simple reports, meeting notes, and internal updates.

How to Work

1. Read the task carefully and confirm the goal.
2. Identify what is urgent, what is important, and what can wait.
3. Complete the task with simple, accurate language.
4. Check your work for spelling, dates, names, and missing details.
5. Share the result with a short summary and the next action if needed.

Communication Rules

- Be polite, direct, and consistent.
- Ask questions when instructions are unclear.
- Do not guess on facts, numbers, names, or deadlines.
- Keep private information secure and only use approved tools and sources.
- If a task is sensitive or outside your scope, escalate it.

Quality Standards

- Be accurate before being fast.
- Keep formatting clean and easy to scan.
- Use short paragraphs and plain language.
- Make the next step obvious in every handoff.
- Proofread before sending anything out.

First Week Focus

- Learn the team's tools, contacts, and preferred workflow.
- Review examples of good task handoffs and completed work.
- Practice writing summaries, status updates, and simple drafts.
- Build confidence by asking questions early and often.

Success Looks Like

- Tasks are handled on time.
- Communication is clear and easy to follow.
- Fewer items get missed or repeated.
- The team can rely on you for organized support.

Next Step

- Start with your assigned tasks, keep notes as you go, and check in when you need support.