



**G-P**  
Global Made Possible

# Your Global Compliance Playbook: Onboarding Best Practices





**“You never get a  
second chance at  
a first impression.”**

## Introduction

First impressions matter in the business world. A great first impression can be the difference between a long and successful working relationship or a brief, unsatisfactory professional experience.

In today’s remote workforce, the way you introduce your company to new employees is more critical than ever.

Employee onboarding plays an important role in transforming your chosen candidate into an integrated, functioning member of your company. Onboarding is more than one action, and it can have wide-ranging results depending on how structured the process is.

Discover everything you need to know in our global guide to impactful – and compliant – employee onboarding.

# What is onboarding?

[Onboarding](#) is the process of integrating a new employee into a company.

According to Zippia, companies that invest in strong onboarding programs [boost their new hire retention by 82%](#).

A structured, compliant onboarding program is vital for your remote workforce. It can increase employee engagement, productivity, retention, and build a key sense of community throughout your global team.

Onboarding is also a great opportunity for new hires to ask questions and give feedback that can help improve your company's culture.

Read on to discover how to create a complaint onboarding process for your remote workforce and the benefits that come with it.

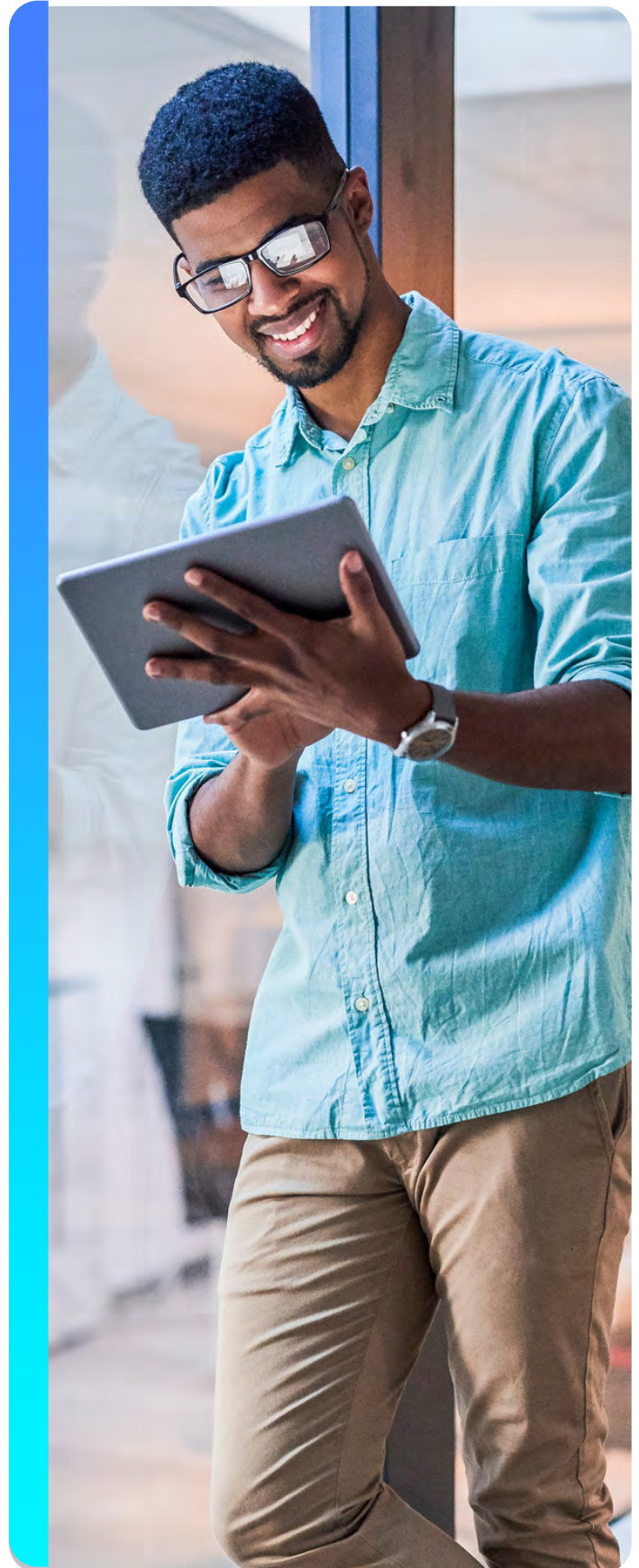
## Use technology to streamline onboarding.

The growing prevalence of remote work has been fueled by the latest technological advancements like collaboration apps, employment platforms, and video communication software. Leverage these tools to make your company's onboarding a more efficient, interactive, and positive experience.

Conduct introductory interviews via Zoom, get documents signed digitally with [DocuSign](#), and educate new employees online via [Lessonly](#): You may already be using this technology for everyday work tasks. Now embrace it for onboarding.

### G-P tip:

Test your online job training modules before you ask your new employees to complete them to ensure they can breeze through their induction training without any issues.



## Introduce company culture and policy training.

To get your new remote employees up to speed, it's important to communicate and fully immerse them in your company's culture and policies. Thanks to the latest technology, this training can be done online.

For example, there's software that allows you to tailor training to fit your company's specific goals and regulations. It also enables you to easily track new hires' progress and get instant feedback.

Onboarding is also a great opportunity to show your company's human side, so don't forget to schedule regular virtual catchups – that way they can meet fellow colleagues and see that your company is made up of friendly humans, not faceless robots and recordings.

### G-P tip:

Use interactive activities and videos to make issues like standard procedures, IT policy, and company mission statements engaging and memorable.



## Ensure legal compliance.

Onboarding employees across the globe can come with potential legal risks. Different countries have different employment laws that need to be carefully followed before and during onboarding.

One example is the requirements for translations of employment contracts. In some countries, parties can always provide a translation of the contract in another language. However, in the case of discrepancies between both versions, the original language version prevails. In other countries, such as Canada and the United States, there is no requirement for translations, and the English language version of the employment contract is legally binding. This can create issues for multinational companies, as they may need to ensure that all employees fully understand the terms of their employment contract before onboarding, regardless of their language proficiency.

It's not a one-size-fits-all process, so ensure you have the correct legal expertise to compliantly onboard each employee in their location. G-P has the largest and most experienced team of in-region experts in the industry to provide compliance support throughout the employee lifecycle.

### G-P tip:

We recommend establishing an easy-to-access, confidential line of contact where all global team members can submit questions or any doubts regarding labor rights and benefits.



## Provide ongoing support.

Onboarding new talent doesn't end after the first week. The most effective onboarding experiences continue with ongoing training and support.

One effective way to provide continuous and relevant training is with [LinkedIn Learning](#). At G-P, all team members have free access to LinkedIn's extensive video library focused on specific business topics to drive career development.

Another way to offer support to your new remote employees is to pair them with a virtual buddy.

Remote-first social media management firm [Buffer](#) uses virtual buddies to help build relationships among teams.



**Having someone dedicated to checking in on a new hire builds a stronger support system. It gives an opportunity for peer mentorship and a different sort of connection than around the conference table.**

Nicole Miller,  
People Operations Manager at Buffer.



### G-P tip:

Match your new employee with an onboarding buddy from a different department. This promotes engagement and helps both team members learn more about the company.

## Gather feedback.

When new employees join, it's an opportunity to learn more about your company – their fresh outlook can provide valuable insight. Ask your new team members about why they chose to work for you and their thoughts on different aspects of the business. Discuss their initial impression of your brand image as well, as they'll have key insights into what specific aspects attracted them to your open role and organization.

This data can help evaluate areas for improvement and strengthen your relationship with your workforce.

### G-P tip:

This step creates a consistent onboarding strategy that helps your new employees hit the ground running and reduces time to productivity.

## Benefits of a **standardized onboarding process**



**Mitigates legal risks**



**Builds confidence and trust**



**Boosts talent retention and lowers attrition**



**Creates a sense of community and employee engagement**



# How we help

Our **G-P Meridian Platform™** streamlines and automates all onboarding, payroll, and hiring complexities – including legal compliance and offboarding – to provide a frictionless employee experience.



## **Industry's largest and most experienced legal team.**

World-class global employment law experts built, verified, and continue to back our EOR solution



## **Ongoing compliance with changing laws.**

We stay up to date with constantly changing labor laws worldwide



## **Country-specific expertise.**

Regional HR experts are on the ground to support customers every day, 24 hours a day

You can hire anyone, anywhere quickly and easily with G-P. We never forget that behind every hire is a human being. That's why we take care of the time-consuming HR and legal processes so you can focus on the most important part of your business: your people.

[Request a demo](#)

## **Sources**

[Onboarding Definition & Meaning - Merriam-Webster](#)

[55+ Employee Onboarding Statistics You Didn't Know \[Infographic\] \(talentlms.com\)](#)

[LinkedIn Learning](#)

[Say Hello to Better Team Training & Enablement with Lessonly](#)

[Buffer: All-you-need social media toolkit for small businesses](#)