















# ROBERT WALTERS JAPAN

## DIGITAL TOOLS FOR A SUCCESSFUL REMOTE ONBOARDING

As telework becomes more widespread to accommodate various working styles, more businesses are conducting their onboarding processes online. Here are some easily accessible digital tools you may already have to smoothly complete the onboarding process.

### TOOLS FOR EACH ONBOARDING PROCESS

Contract management	 DocuSign	 HELLOSIGN	E-signature
Welcome pack	 SharePoint	 wetransfer	Content distribution
Welcome videos & induction training	 vimeo	 YouTube	Private and bespoke welcome videos
1:1 meetings & mentoring	 Microsoft Teams	 zoom	Video conferencing
Meeting scheduling	 Bookings	 ScheduleOnce	Smart self-scheduling
Team collaboration	 Microsoft Teams	 slack	Group & 1:1 conversation
Wellness & perks	 Vitality	 perkbox	Remote health services on demand