

ULTIMATE PLAYBOOK



for Hiring and Onboarding Talents Globally





INTRODUCTION

The ability to hire and onboard talent globally is a do-or-fall-behind strategy. Companies are increasingly turning to global talent pools to find the best candidates, driven by the need for diverse perspectives and specialized skills.

With that, effective hiring and onboarding are critical in this global play. According to a recent study, companies with strong onboarding processes improve new hire retention by 82% and productivity by over 70%.

Furthermore, working cross-border means working with people who have a different mindset, so diversity and inclusion take center stage. Understanding the culture gaps and their implications is essential for any company looking to remain competitive.

Therefore, inspired by insights from our recent webinars "Hiring and Onboarding Talents Globally" and "Tapping into the Talent Pool in Southeast Asia," this guide is designed to help you navigate the complexities of global hiring and onboarding, ensuring you can seamlessly integrate international talent into your workforce.



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Understanding Global Hiring

Hiring talent from around the world opens up a wealth of opportunities for businesses, allowing them to tap into diverse skill sets and perspectives that can drive innovation and growth. However, it also comes with its own set of challenges and legal considerations that must be navigated carefully.



Benefits of Hiring Globally

Hiring globally offers several significant advantages:

Access to a larger talent pool: By looking beyond local borders, companies can access a much larger pool of candidates, increasing the likelihood of finding the perfect fit for the role. This is particularly important in industries with skill shortages.



"Hiring globally allows companies to tap into a diverse range of skills and perspectives, which can be particularly valuable in industries facing skill shortages."

Yuying, Founder of  ESEVEL

Diverse perspectives: Global teams bring together diverse perspectives and ideas, fostering creativity and innovation. Studies have shown that diverse teams are 35% more likely to outperform their non-diverse counterparts.



"Diversity drives innovation. By bringing together people from different backgrounds and cultures, companies can spark new ideas and approaches."

Alec, Head of People at **veremark**.

Cost efficiency: Hiring talent from countries with lower living costs can result in significant cost savings for the company, without compromising on the quality of talent.

24/7 productivity: With team members across different time zones, companies can achieve round-the-clock productivity, ensuring that work continues seamlessly even after traditional office hours.

Challenges of Global Hiring

While the benefits are substantial, global hiring also presents unique challenges:

Cultural differences: Navigating cultural differences can be challenging but is crucial for fostering an inclusive work environment. Understanding and respecting these differences can lead to more effective collaboration and communication.

Legal and compliance issues: Hiring internationally involves understanding and complying with various labor laws, tax regulations, and employment standards in different countries. Failure to do so can result in legal complications and financial penalties.



"The legal landscape of global hiring is complex and varies significantly between countries. Companies must navigate labor laws, tax regulations, and employment standards to avoid legal issues."

Alvin Dmitri Lee, Mobility Consultant at **Multiplier**

Communication barriers: Language differences and varying communication styles can pose challenges in ensuring clear and effective communication within the team. Utilizing technology and fostering a culture of openness can help mitigate these issues.



Legal and Compliance Considerations

Navigating the legal landscape of global hiring requires careful attention to detail and a solid understanding of international labor laws.

Key considerations include:

Employment contracts: Ensure that employment contracts are compliant with local laws and clearly outline terms and conditions, including salary, benefits, and termination clauses.

Work permits and visas: Securing the necessary work permits and visas is crucial for legal employment. Each country has its own requirements and processes that must be followed diligently.

Taxation: Understand the tax implications for both the company and the employee. This includes payroll taxes, social security contributions, and any other local tax obligations.

Data privacy: Compliance with data privacy regulations, such as the GDPR in Europe, is essential when handling employee data across borders.

Sourcing Global Talent

Finding and attracting the right talent worldwide is a critical step in building a successful global team.

Best Practices for Sourcing Talent

Develop a clear employer brand: Creating a strong and appealing employer brand is essential for attracting top talent. Highlight your company's culture, values, and mission in all recruitment materials to stand out to potential candidates.

Leverage social media: Social media platforms like LinkedIn, Twitter, and Facebook are powerful tools for reaching a global audience. Engage with potential candidates by sharing relevant content, job postings, and company updates.

Employee referrals: Encourage your current employees to refer candidates from their networks. Employee referrals can be a valuable source of high-quality talent and can help build a diverse team.



"Our most successful hires often come from employee referrals. When your team is engaged and believes in your mission, they are your best ambassadors."

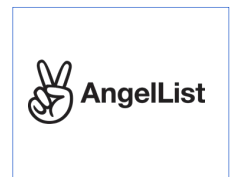
Alec, Head of People at **veremark**.

Participate in global job fairs and events: Attend international job fairs, conferences, and industry events to connect with potential candidates. These events provide opportunities to meet and engage with talent from various regions.

Utilizing Global Job Boards and Platforms

There are numerous online platforms that specialize in global talent acquisition. These platforms can help you reach a wider audience and find candidates with the specific skills you need.

- **LinkedIn:** LinkedIn is a leading platform for professional networking and job searching. Use LinkedIn's advanced search features to find candidates with the skills and experience you need.
- **Indeed:** Indeed is a global job board that allows you to post job openings and search for candidates worldwide. Utilize their resume database to find potential hires.
- **Glassdoor:** Glassdoor not only helps with job postings but also provides company reviews and salary information, which can attract candidates who align with your company culture and values.
- **AngelList:** AngelList is a platform focused on startups and tech talent. It's an excellent resource for finding candidates interested in innovative and entrepreneurial environments



Partnering with International Recruitment Agencies

Partnering with recruitment agencies that specialize in international hiring can streamline the process and help you find the right talent more efficiently. **These agencies have extensive networks and expertise in sourcing global talent, providing valuable insights into local job markets and cultural considerations.**

International recruitment agencies also excel in navigating hiring in different countries' legal and compliance aspects. They can help you understand and comply with various labor laws, tax regulations, and employment standards, ensuring that your hiring processes are legally sound and efficient.



"Working with local recruitment agencies has been instrumental in understanding regional job markets and ensuring compliance with local employment laws."

Yuying, Founder of  ESEVEL

Screening and Interviewing International Candidates

Once you have sourced potential candidates, the next step is to screen and interview them effectively.



"Verification checks are crucial. Our solution streamlines background checking, enabling seamless and instant verification, which is essential for a smooth hiring process."

Alec, Head of People at **veremark**.

Cultural Considerations in Screening

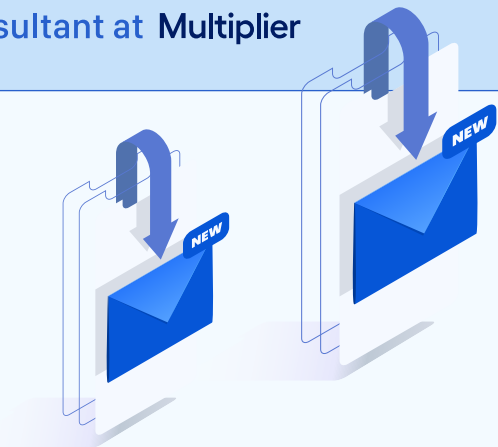
Understanding and navigating cultural differences is crucial when screening international candidates. **Cultural awareness can build trust and rapport with candidates, leading to more effective communication and collaboration.**

Inclusive job descriptions are an essential starting point. Write job descriptions that are considerate of diverse backgrounds and avoid jargon or colloquialisms that all candidates may need help understanding.



"The legal landscape of global hiring is complex and varies significantly between countries. Companies must navigate labor laws, tax regulations, and employment standards to avoid legal issues."

Alvin Dmitri Lee, Mobility Consultant at **Multiplier**



Effective Interview Techniques for Global Candidates

Structured interviews: Use structured interviews with standardized questions to ensure consistency and fairness. This helps objectively compare candidates from different backgrounds.

Behavioral questions: Ask behavioral questions to understand how candidates have handled situations in the past. This can provide insights into their problem-solving abilities and cultural adaptability.

Panel interviews: Involve multiple interviewers from diverse backgrounds to minimize bias and get a holistic view of the candidate's fit for the role and the company culture.



"Using behavioral questions helps us understand how candidates have navigated challenges in the past, which is crucial for assessing their adaptability."

Brian Ip, Co-Founder at  omni



Using Virtual Tools for Interviews

Video conferencing:

Utilize video conferencing tools like Zoom, Microsoft Teams, or Google Meet to conduct interviews. Ensure a stable internet connection and a professional setting for the interview.

Online assessment tools:

Use online assessment tools to evaluate candidates' skills and competencies. These tools can include coding tests, language proficiency assessments, and personality tests.

Virtual onboarding platforms:

Integrate virtual onboarding platforms to provide a seamless experience for remote candidates. These platforms can help with document submission, training modules, and initial setup.



"Leveraging technology for virtual interviews and assessments has streamlined our hiring process and allowed us to connect with top talent globally."

Yuying, Founder of  ESEVEL



Making the Offer and Negotiation

Once you've identified the ideal candidate, the next crucial step is to make a compelling offer and handle negotiations effectively. This phase is pivotal as it sets the tone for your relationship with the new hire.

Crafting a Competitive Offer

A competitive offer goes beyond just the salary. It includes benefits, opportunities for growth, work-life balance, and more. When making an offer to an international candidate, consider the following:

Local market rates: Research the average salaries for similar roles in the candidate's location. This helps in setting a competitive and fair salary.

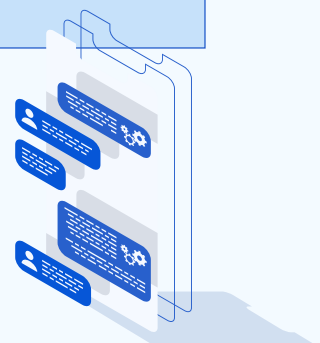
Benefits package: Include health insurance, retirement plans, and other benefits that are standard in the candidate's region.

Flexibility: Highlight flexible working hours, remote work options, and other perks that might be attractive to the candidate.



"When crafting an offer, we ensure it is competitive by including not just a fair salary but also a comprehensive benefits package that resonates with what candidates in their region expect."

Fionna Lee, Chief People Officer at 



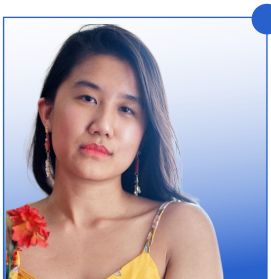
Effective Negotiation Strategies

Negotiation is an art that requires balancing your company's constraints with the candidate's expectations. Here are some strategies:

Be transparent: Clearly communicate what the offer includes and explain the rationale behind the salary and benefits.

Understand candidate's priorities: Know what is most important to the candidate—whether it's salary, career growth, work-life balance, or something else.

Flexibility in perks: If the salary budget is tight, consider offering additional perks such as professional development opportunities, extra vacation days, or flexible working conditions.



"Negotiation is about understanding what the candidate values most. We always aim to be transparent and flexible, ensuring the final offer aligns with both the candidate's needs and our company's capabilities."

Yi Jun Phung, Content Strategist at **iterative**

Finalizing the Offer

Once both parties are satisfied with the terms, ensure the offer is formally documented. Send a written offer letter that includes all the details discussed during the negotiation.



"A clear and detailed offer letter helps avoid misunderstandings and sets the right expectations from the start."

Brian Ip, Co-Founder at **omni**

Onboarding Global Employees

The onboarding process is critical to ensuring that new hires feel welcomed and are set up for success from day one.

Pre-boarding Essentials

Effective onboarding begins even before the employee's first day. The pre-boarding phase involves all the preparatory steps to ensure the new hire is ready to start their role.

Welcome package

Send a welcome package that includes essential information about the company, their role, and any necessary paperwork.

Technology setup

Ensure that all necessary equipment and software are ready and tested before the employee's start date.

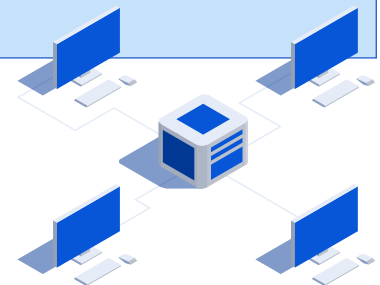
First day schedule

Provide a clear schedule for the first day, including meetings, training sessions, and introductions to team members.



"Pre-boarding is about setting the stage for a successful onboarding experience. By ensuring all logistics are in place before day one, we make sure new hires feel valued and prepared."

Yuying, Founder of ESEVEL



Day One: Making a Great First Impression

The first day is crucial in shaping the new hire's perception of the company. A well-organized and welcoming first day can significantly impact their engagement and productivity.

- **Warm welcome:** Greet the new hire warmly and introduce them to their team and key stakeholders.
- **Orientation session:** Conduct an orientation session to familiarize them with the company's culture, policies, and procedures.
- **Assign a buddy:** Pair the new hire with a buddy or mentor who can provide guidance and support during their initial days.



"A warm and structured first day sets the tone for the new hire's journey with the company. It's about making them feel part of the team from the very start."

Alvin Dmitri Lee, Mobility Consultant at Multiplier

Ongoing Support and Integration

Onboarding doesn't end after the first day. Continuous support and integration are vital for ensuring long-term success and retention.

- **Regular check-ins:** Schedule regular check-ins to address any concerns and provide feedback.
- **Training and development:** Offer ongoing training and development opportunities to help the new hire grow in their role.
- **Feedback mechanism:** Establish a feedback mechanism to gather input from new hires about their onboarding experience and make improvements.



"Continuous support is essential for successful onboarding. Regular check-ins and ongoing training help new hires integrate seamlessly and stay engaged."

Alec, Head of People at veremark.



Creating the Best Remote Employee Onboarding Experiences

Creating an effective onboarding experience for remote employees is crucial to ensuring they feel welcomed, valued, and prepared to contribute to the company from day one. This section outlines key components, personalized onboarding journeys, and strategies to ensure smooth transitions and measure success.

Key Components of an Effective Onboarding Program

Comprehensive welcome package: Provide new hires with a detailed welcome package that includes information about the company, their role, important contacts, and access to necessary tools and resources.

Technology and equipment setup: Ensure that all necessary equipment, such as laptops and software, are set up and tested before the new hire's start date. This includes configuring devices with the required applications and security settings.

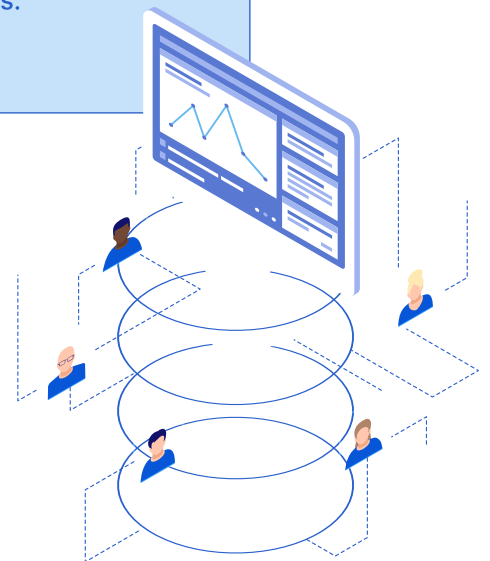


"Our onboarding process includes preparing all necessary technology in advance. This ensures that new hires can start working immediately without any technical hitches."

Yuying, Founder of  ESEVEL

Structured orientation: Conduct a structured orientation session to introduce the new hire to the company culture, policies, and procedures. This can include virtual tours, presentations, and Q&A sessions.

Clear communication channels: Establish clear communication channels to keep remote employees connected and informed. Use tools like Slack, Microsoft Teams, or Zoom to facilitate regular check-ins and team meetings.



Personalized Onboarding Journeys

Personalizing the onboarding experience can significantly enhance engagement and retention. Here are some strategies to achieve this:

Individual onboarding plans: Develop individualized onboarding plans that cater to the specific needs and roles of new hires. This can include tailored training sessions, personalized welcome messages, and role-specific resources.



"We create personalized onboarding plans that cater to the specific roles and needs of each new hire, ensuring they feel supported and valued from the start."

Alvin Dmitri Lee, Mobility Consultant at **Multiplier**

Assign onboarding buddies: Pair new hires with onboarding buddies or mentors who can provide guidance, answer questions, and help them navigate the company culture.

Regular check-ins: Schedule regular check-ins to address any concerns, provide feedback, and ensure the new hire is settling in well. This can be done weekly or bi-weekly during the initial months.



"Regular check-ins are essential to ensure that new hires are integrating well and to address any concerns they might have."

Fionna Lee, Chief People Officer at **TurtleTree**

Gamified onboarding: Incorporate gamification elements into the onboarding process to make it more engaging. This can include interactive training modules, onboarding milestones, and rewards for completing tasks.



"Gamifying the onboarding process turns it into an engaging adventure, driving higher engagement and a more enjoyable experience."

Brian Ip, Co-Founder at **omni**

Ensuring Smooth Transitions for Remote Employees

Ensuring smooth transitions for remote employees is crucial for their successful integration into the company.

One effective strategy is to organize **virtual meet-and-greet sessions** with team members and key stakeholders. These sessions help new hires build relationships, understand the company structure, and feel part of the team from the very beginning.

Regular team meetings are also essential, keeping remote employees updated on company news, projects, and goals, thereby fostering a sense of inclusion and alignment with the company's vision.

Continuous support also plays a vital role in smooth transitions. Providing dedicated help desks, IT support, and HR resources ensures that remote employees have easy access to assistance whenever needed. This support system helps address any issues promptly and reassures new hires that they are not alone, even when working remotely.



"Continuous support is vital for remote employees to feel connected and supported. We ensure that help is always just a call or message away."

Alec, Head of People at **veremark**.

Measuring Onboarding Success

Measuring the success of your onboarding program is essential to identify areas for improvement and ensure that new hires are set up for success.

Feedback surveys:

Conduct feedback surveys at various stages of the onboarding process (e.g., after 30, 60, and 90 days) to gather insights from new hires about their experience.



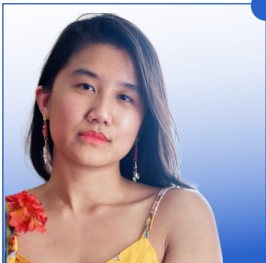
Performance metrics:

Track performance metrics such as time to productivity, engagement levels, and retention rates to assess the effectiveness of the onboarding program.



Regular reviews:

Hold regular reviews with managers and new hires to discuss progress, address any issues, and make necessary adjustments to the onboarding process.



"Regular feedback and performance reviews help us continuously improve our onboarding process and ensure that new hires are set up for success."

Yi Jun Phung, Content Strategist at **iterative**



Resources and Tools

Equipping your team with the right resources and tools is essential for effective onboarding and ongoing support of global employees.

Recommended Software and Platforms



Esevel offers a comprehensive platform for device procurement, configuration, and setup with zero-touch deployment. It also integrates with various HR systems, reducing the onboarding process from hours to minutes and making it more enjoyable for new hires.



"Effective IT Onboarding is a very important period for any new employee. When they receive their laptop with all apps set up, it delights them and makes the process more enjoyable."

Yuying, Founder of  ESEVEL



OmniHR provides an all-in-one HR software solution for onboarding, managing time off, and conducting performance reviews. Its user-friendly interface and comprehensive features help streamline HR processes and enhance employee experiences.



Veremark is a global background checking and screening platform that ensures the credibility of your hires. It provides seamless and instant verification, crucial for maintaining a high standard of hiring.



Multiplier simplifies the complexities of international hiring, payroll, and compliance. It allows businesses to manage employees across multiple countries, ensuring that all local laws and regulations are met.

Useful Templates and Checklists

Utilizing templates and checklists can help standardize the onboarding process and ensure that all necessary steps are completed. Below are some valuable resources you can use:

IT Employee Onboarding Checklist: A detailed checklist to ensure all IT-related tasks are completed for new hires. This includes setting up devices, installing software, and configuring security settings.

[Download here](#)

Professional Remote Offboarding Checklist: This checklist helps manage the offboarding process for remote employees, ensuring all company assets are returned and access to systems is revoked appropriately.

[Download here](#)

Remote Work Policy Template: A template for creating a comprehensive remote work policy that outlines expectations, guidelines, and best practices for remote employees.

[Download here](#)





Complete Control over Onboarding and Offboarding with Esevel

Onboarding and offboarding don't have to be a hassle. Esevel's integrated IT and HR solutions streamline these processes by automating device procurement, configuration, and setup, all within a single platform.

Streamlined Employee Onboarding

Esevel ensures new employees have everything they need on day one. By leveraging the platform's zero-touch deployment, devices arrive pre-configured with the necessary apps and security settings, eliminating manual setup and reducing errors. This includes procuring, shipping, and setting up devices with all required applications and software.



"Onboarding is a very important period for any new employee. When they receive their laptop with all apps set up, it delights them and makes the process more enjoyable."

Yuying, Founder of  ESEVEL

Centralized Device Management

Esevel provides a centralized dashboard to manage all IT devices, allowing for tracking of device health, security, and updates. IT administrators can configure and set policies, schedule updates, and remotely lock and wipe devices if necessary. This comprehensive view ensures that all devices are properly maintained and secure.

Simplified Device Security

Esevel's platform enforces robust security measures, including complex passwords, single sign-on (SSO), multi-factor authentication (MFA), and device encryption. Security policies and configurations can be pushed remotely, ensuring compliance and protecting sensitive information.

Secure Employee Offboarding

When an employee leaves, Esevel simplifies the offboarding process by automating the revocation of access, retrieval of devices, and data wiping. This ensures that company data remains secure and devices are ready for reassignment without delays.

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Fast and secure remote IT onboarding with Esevel

Esevel’s comprehensive IT platform is designed to streamline administrative tasks and enhance security for remote teams—all within a unified solution. Our tools ensure that remote onboarding is seamless and offboarding is efficiently managed, reducing the need for manual interventions.

With Esevel, your IT team can focus on strategic initiatives, leaving the routine tasks to our automated systems.

+ New device

+ New Request

Submit a ticket

Serial Number	Name	Type	Model	Current Holder	Status	Actions
					Inactive	Actions
					Inactive	Actions

TOTAL EMPLOYEES
20
New employees this month
[+ New Employees](#)

MARKETPLACE SELECTIONS
5
New added products
[View All Products](#)

TOTAL ASSETS
23
[View all assets](#)

ACTIVE ASSETS
20
[View active assets](#)

CREATE TICKET

Category +
Device support

Select Device +

Subject
Battery

Details
The battery doesn't charge.

Attachment (optional)
Choose file [Browse](#)

Do you want to loan a device? Starts from: \$34.99/day
 Yes No

Input your requirements for loaner device

Team

[EMPLOYEES](#) [ONBOARDING](#) [OFFBOARDING](#) [LEARN MORE](#) 8 Requests

Search by employee name, ID | Select Country | Select Request Status

ID	Name / Position	Department	Date of Retrieval	No of Assets	Status
102	[Redacted]	HR	Dec 30, 2023	2	Pending
1001	[Redacted]	Marketing	Dec 30, 2023	3	Pending
133	[Redacted]	Marketing	Dec 27, 2023	4	Pending
147	[Redacted]	Finance	Jan 6, 2024	1	Pending
140	[Redacted]	Finance	Dec 29, 2023	1	Pending
145	[Redacted]	IT	Dec 21, 2023	1	Pending
1001	[Redacted]	Revenue	Dec 15, 2023	3	Pending

Experience Esevel in action

Book a demo with us!

Final thoughts

Looking ahead, the future of global hiring and onboarding will continue to evolve with advancements in technology and shifts in workforce dynamics. Companies that prioritize a structured and supportive onboarding experience will not only improve retention rates and productivity but also create a resilient and dynamic workforce capable of driving innovation and growth.