Remote Onboarding Checklist for Startups

Before the First Day

- Send welcome email with remote onboarding schedule
- Share company handbook and key policies
- Set up accounts (email, Slack, project management tools, etc.)
- Ship required hardware and accessories
- Provide access to knowledge bases and internal documentation

First Day

- Welcome call or video meeting with HR/manager
- Virtual team introduction
- Review company mission, values, and culture
- Overview of organizational structure
- Walkthrough of the main communication channels

First Week

- Assign onboarding buddy or mentor
- Set up initial 1:1 meetings with team members
- Training sessions on core tools and workflows
- Review performance and feedback process
- Set expectations and first-week goals

First Month

- Schedule regular check-ins with manager/buddy
- Complete role-specific training and certifications
- Begin participating in team meetings and projects
- Collect feedback on onboarding experience
- Review ongoing objectives and career development plans

Additional Notes

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