Remote Employee Onboarding Checklist

Pre-Onboarding

- ☐ Send welcome email with instructions
- ☐ Set up HR paperwork and documentation
- ☐ Prepare IT equipment and accounts
- ☐ Share company handbook and policies

First Day

- ☐ Virtual meeting with manager/team
- ☐ IT setup and system access verification
- ☐ Overview of company culture and values
- ☐ Assign onboarding buddy/mentor

First Week

- ☐ Complete mandatory training
- ☐ Meet key team members
- ☐ Review job responsibilities and goals

First Month

- ☐ Check-in meetings with manager
- ☐ Receive feedback on progress
- ☐ Integrate into team projects