Remote Work Onboarding Checklist

Pre-Onboarding

- ☐ Send offer letter and employment contract
- ☐ Collect required paperwork and documents
- ☐ Set up email and necessary online accounts
- ☐ Arrange delivery of laptop/equipment

First Day

- ☐ Welcome call/meeting with HR or manager
- ☐ Company introduction and mission overview
- ☐ Review employee handbook & remote work policies
- ☐ IT orientation and security briefing

First Week

- ☐ Introductions to team members
- ☐ Job role training sessions
- ☐ Project overview & task assignment
- ☐ Set up work schedule and daily check-ins

Ongoing

- ☐ Regular feedback & goal setting with manager
- ☐ Access support channels and resources
- ☐ Continuous skills development opportunities