

# Remote Onboarding Checklist for New Hires

## New Hire Details

Name

Start Date

Position

Email

Manager

## Pre-Onboarding

- ☐ Send welcome email with schedule
- ☐ Provide IT equipment shipping date
- ☐ Create accounts & grant system access
- ☐ Share company handbook and policies
- ☐ Assign onboarding buddy

## First Day

- ☐ Organize virtual welcome meeting
- ☐ HR introductory session
- ☐ Manager 1:1 welcome call
- ☐ Verify access to software & resources
- ☐ Team introductions

## First Week

- ☐ Complete mandatory trainings
- ☐ Set up email signature and profiles
- ☐ Introductory meetings with stakeholders
- ☐ Daily check-in with manager
- ☐ First project assignment

## First Month

- ☐ 30-day feedback session
- ☐ Ongoing mentorship/buddy meetings
- ☐ Review company goals & values

☐ Set performance objectives

## Notes