Remote Work Onboarding Pre-Arrival Questionnaire

Personal Information

Full Name

Email Address

Position/Role

Planned Start Date

Remote Office Setup

Remote Work Location (City, Country)

Time Zone

Do you have access to the necessary equipment (laptop, internet, etc.)?

If you need equipment, please specify what is required

Work Preferences

Preferred Working Hours

Preferred Communication Tools

Additional Information

Any questions or concerns before your first day?