

Remote Employee Onboarding Checklist

Before Start Date

- ☐ Employment documents completed
- ☐ Equipment ordered and shipped
- ☐ Accounts and system access created
- ☐ Welcome email sent

First Day

- ☐ Team introductions
- ☐ Company orientation session
- ☐ Review of company policies
- ☐ Technology setup verification

First Week

- ☐ Assign onboarding mentor
- ☐ Role-specific training sessions
- ☐ Set initial goals & expectations
- ☐ First feedback check-in

First Month

- ☐ Progress review meeting
- ☐ Schedule additional training if needed
- ☐ Review company culture & values
- ☐ Set long-term goals