

Remote Employee Onboarding Checklist

Pre-Onboarding

- ☐ Send offer letter and contract
- ☐ Collect necessary personal and tax information
- ☐ Arrange and ship equipment (laptop, accessories, etc.)
- ☐ Set up accounts for required software/tools
- ☐ Notify existing team of new hire

First Day

- ☐ Send welcome email
- ☐ Confirm equipment is received and working
- ☐ Schedule onboarding video call
- ☐ IT orientation and security guidelines
- ☐ Virtual introduction to team members

First Week

- ☐ Review company policies and employee handbook
- ☐ Introductory meeting about current projects
- ☐ Participate in training sessions
- ☐ Assign a mentor or onboarding buddy

First Month

- ☐ Set short-term goals and expectations
- ☐ Schedule regular check-ins with manager
- ☐ Collect feedback on onboarding experience
- ☐ Continue role-specific training

Other Notes