Remote Onboarding Checklist Template

Before First Day

☐ Send welcome email with key information

☐ Provide access to communication tools

☐ Ship required hardware and equipment

☐ Set up necessary software accounts

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First Week

☐ Introductions to the team

☐ Schedule orientation sessions

☐ Provide company handbook

☐ Review job responsibilities

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First Month

☐ Set short-term goals

☐ Schedule regular check-ins with manager

☐ Connect with mentor or buddy

☐ Complete mandatory training

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Ongoing

☐ Access ongoing learning resources

☐ Participate in team meetings

☐ Provide feedback on onboarding experience

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