

Remote Employee Onboarding Checklist

Pre-Onboarding

- ☐ Send offer letter and receive signed documents
- ☐ Collect personal and bank details
- ☐ Set up employee account access
- ☐ Ship required hardware and equipment
- ☐ Send welcome email with first day agenda

First Day

- ☐ Meet with manager for welcome and introductions
- ☐ IT setup and access verification
- ☐ Review company policies and handbook
- ☐ Meet with assigned onboarding buddy
- ☐ Overview of remote communication tools

First Week

- ☐ Complete required compliance and security training
- ☐ Attend team introduction meeting
- ☐ Set up calendar and work hours
- ☐ Review job responsibilities and expectations
- ☐ Schedule regular check-in with manager

First Month

- ☐ Check in on benefits enrollment
- ☐ Review first month's achievements and challenges
- ☐ Collect feedback on remote onboarding experience
- ☐ Set goals for next quarter