

# Remote Employee Onboarding Checklist

## Before First Day

- ☐ Signed offer letter & completed HR paperwork
- ☐ New hire added to payroll and HR systems
- ☐ Equipment ordered and shipped (laptop, accessories)
- ☐ Software accounts created (email, communication tools)
- ☐ Welcome email with first-day instructions sent

## First Day

- ☐ Virtual team & manager introduction meeting
- ☐ IT setup and access test
- ☐ Review of company handbook & remote work policies
- ☐ Complete onboarding forms and compliance training

## First Week

- ☐ Review job role & expectations
- ☐ Schedule regular check-in with manager
- ☐ Introduction to key team members & departments
- ☐ Participate in initial training sessions

## First Month

- ☐ Set initial goals with manager
- ☐ Join company-wide remote events/meetings
- ☐ Feedback session on onboarding experience