

# 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