

Remote Employee Training Checklist Template

Employee Details

Name	
Position	
Start Date	
Supervisor	

Pre-Onboarding

1. Send welcome email and remote work policies
2. Ship hardware and equipment
3. Create accounts for necessary tools and platforms
4. Schedule introductory virtual meeting

First Day Setup

1. Confirm equipment set up
2. Provide access to communication platforms
3. IT orientation and security briefing
4. Intro meeting with team members

Training Modules

Module	Description	Status
Company Overview	Mission, values, and structure	
Policies & Procedures	HR guidelines, remote work protocols	
Role Responsibilities	Job-specific duties & expectations	
Communication Tools	Email, chat, video, project management	
Security & Compliance	Data privacy, password management	

Post-Training Checklist

- Completed all training modules
- Checked access to all required tools
- Scheduled follow-up meeting with supervisor
- Feedback on onboarding experience