

Pre-employment Checklist for Remote Workers

A **pre-employment checklist for remote workers** ensures all necessary steps are completed before starting a remote job, including verifying equipment, setting up secure connections, and ensuring compliance with company policies. This checklist helps streamline onboarding and guarantees a smooth transition for new remote employees. Proper preparation minimizes technical issues and enhances productivity from day one.

Checklist

- **Equipment Verification**
 - Confirm laptop/desktop specifications meet company requirements
 - Check availability of necessary peripherals (mouse, keyboard, webcam, headset)
 - Test internet connectivity and speed
- **Security Setup**
 - Install required security software (VPN, antivirus)
 - Set up multi-factor authentication for company accounts
 - Review safe data handling and privacy policies
- **Software & Tools Access**
 - Install and configure communication tools (e.g., Slack, Teams, Zoom)
 - Access project management platforms (e.g., Asana, Trello, Jira)
 - Verify login credentials for all required company systems
- **Policy & Compliance**
 - Read and acknowledge company remote work and IT policies
 - Complete required compliance and security training
 - Sign relevant employment and confidentiality agreements
- **Workspace Preparation**
 - Prepare a dedicated, distraction-free workspace
 - Ensure ergonomically suitable setup
 - Test video and audio call environment
- **Onboarding Schedule**
 - Review orientation agenda with HR or supervisor
 - Schedule introductory meetings with team
 - Familiarize with company resources and support contacts