

# 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